

**Combat Systems**

# **Afloat Self-Assessment Checksheets for MHC-51 Class Ships**



**September 5, 2001**

MHC-51 CLASS AFLOAT SELF-ASSESSMENT CHECKSHEETS  
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## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION I NAVIGATION SEAMANSHIP (CIC)

SUBSECTION I-1 PREREQUISITE TRAINING

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- REFERENCES:
- (a) COMNAVSURFLANT/PACINST 3502.2 series  
SURFACEFORCE TRAINING MANUAL
  - (b) OPNAVINST 3130.6B SERIES NAVAL SAR  
STANDARDIZATION PROGRAM
  - (c) NAVEDTRA 43100-1E PQS MANAGERS GUIDE
  - (d) OPNAVINST 3120.32 NAVY SORM
  - (e) COMNAVSURFLANT/PACINST C3516.(SERIES) CLASS  
DOCTRINE
  - (f) NWP 3-51.1 ELECTRONIC WARFARE COORDINATION
  - (g) NWP 1-01 NAVAL WARFARE PUBLICATION SYSTEM
  - (h) OPNAVINST 5605.19J SERIES U.S. NAVY  
DISTRIBUTION PROCEDURES FOR COMTAC AND JOINT  
DOCTRINE PUBLICATIONS
  - (i) OPNAVINST 5510.36 INFORMATION SECURITY  
MANUAL
  - (j) SECNAVINST 5510.30 PERSONNEL SECURITY  
PROGRAM

NOTE: 1. PRIOR TO COMMENCING CART THE NAVIGATION TEAM MUST ACHIEVE A BASIC LEVEL OF TRAINING PROFICIENCY. NAVIGATION TEAMS WILL BE ESTABLISHED AND APPROVED IN WRITING PRIOR TO COMMENCING TSTA. ADDITIONALLY, UNITS ARE REQUIRED TO ATTEND BASIC RADAR NAVIGATION TEAM TRAINING PRIOR TO TSTA.

2. SHIPS NEED TO PROVIDE THE FOLLOWING AT IN-BRIEF;  
COMPLETED COPY OF SELF-ASSESSMENT CHECKSHEET / LIST OF CASREPS  
/ LIST OF OOC-DEGRADED EQUIPMENT AND ANY SIGNIFICANT PERSONNEL  
SHORT FALLS / PROPOSED LIGHT-OFF SCHEDULE AND AVAILABILITY OF  
NAVIGATION RELATED SYSTEMS AND EQUIPMENT (I.E. RADARS, RADAR  
REPEATERS ETC.)

# SUBSECTION I-1 PREREQUISITE TRAINING

- A. Are the following training teams established, and ready to commence training IAW reference a:
1. Navigation/Seamanship Training Team..... Y / N
  2. Combat Systems Training Team..... Y / N
  3. Integrated Training Team..... Y / N
- B. Required Team Training courses:
1. Radar Navigation Team Training (reference a)  
(J-221-0344 / J-221-0345)..... Y / N
  2. Fundamentals of Search and Rescue (SAR)  
(references a and b) (K-221-2155) (2 Qualified).. Y / N
  3. Basic shipboard intelligence (reference a)  
(K-3A-5034/J-243-0981)..... Y / N
  4. Intelligence Photograph (J-243-0974)  
(2 Qualified) (reference a)..... Y / N
  5. Enlisted Tactical Application (ETAC) (J-243-0974)  
(2 Qualified) ..... Y / N
- C. Personnel Qualification Standards (PQS) (references a and c)
1. Was a current list of qualifiers signed by the  
Commanding Officer available in the department?... Y / N
  2. Did the department have all required PQS  
materials?..... Y / N
  3. Were specific requirements developed and maintained  
for qualifications not covered by PQS/JQRs?..... Y / N
  4. Did each person possess the applicable standards  
for their assigned duties/watch station?..... Y / N
  5. Were all watchstanders and operators qualified  
under applicable PQS/JQR or at their indicated  
level of achievement?..... Y / N
  6. Were watch station qualifications entered on page  
4 of the individual's service record?..... Y / N

Spot check: \_\_\_\_\_ of \_\_\_\_\_ personnel.

Watchstanders were found to be at their indicated level of  
achievement..... Y / N

NOTE: INCLUDE CHECK OF ALL WORKCENTERS PROVIDING  
WATCHSTANDERS FOR NAVIGATION RELATED WATCHES (I.E. SUPPLY AND  
DECK DEPT'S SUPPORT OF LOW VIS LOOKOUTS AND/OR COND I EXPERT  
LOOKOUTS).

Remarks\_\_\_\_\_

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Assessor(s):\_\_\_\_\_

Date:\_\_\_\_\_



## AFLOAT SELF-ASSESSMENT CHECKSHEETS

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## SECTION I NAVIGATION SEAMANSHIP (CIC)

SUBSECTION I-2 DEPARTMENT ORGANIZATION DIRECTIVES AND BILLSA. Department Organization:  
(references a and d)

1. Were current duties, responsibilities, authority and organizational relationships of personnel within the department set forth in written form?..... Y / N

B. Doctrine:  
(references d and e)

1. Did the department/division have a CIC Doctrine or Class Combat System Doctrine tailored to reflect own ship's unique systems and configuration?..... Y / N
2. Was the doctrine officially promulgated, current, consistent with existing doctrine of higher authority, and approved by the present Commanding Officer?..... Y / N
3. Does the doctrine adequately cover:
  - a. Navigation Detail..... Y / N
  - b. Special Sea Detail (incl. Low Visibility).... Y / N
  - c. Man Overboard Procedures..... Y / N
  - d. Log, records, tapes and files..... Y / N
  - e. Lookout reporting procedures  
(incl. Low Visibility)..... Y / N
  - f. Search and Rescue  
(separate SAR binder required)..... Y / N
4. Was the doctrine readily available to all personnel for planning, training, and current operations?.. Y / N

C. Commanding Officer's Standing Orders:  
(reference b)

1. Does CIC have a current Commanding Officer's Standing Orders?..... Y / N
2. Are the following areas covered in the standing orders:
  - a. Contact tracking and reporting?..... Y / N
  - b. Navigation?..... Y / N

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 SUBSECTION I-2 DEPARTMENT ORGANIZATION DIRECTIVES AND BILLS
 

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- c. Man overboard? ..... Y / N
- D. Commanding Officer's Battle Orders:  
(reference b)
- 3. Does CIC have available the CO's Battle Orders  
signed by the current CO?..... Y / N
- 4. Does the battle orders address the following:
  - a. Commanding Officer's philosophy of fighting  
the ship?..... Y / N
  - b. Pre-plan Responses(Air, Surface, ASCM and  
torpedoes)?..... Y / N
  - c. Directions to OOD and TAO?..... Y / N
  - d. Engagement criteria?..... Y / N
  - e. A statement of relation of ROE to defending  
the ship?..... Y / N
- 5. Do the Battle Orders include Commanding Officer's  
combat intentions?..... Y / N
  - a. Is this section reviewed daily by the  
Commanding Officer underway?..... Y / N
  - b. Is this section reviewed on a watch to watch  
basis by appropriate watch team personnel?... Y / N
- 6. Do the Battle Orders contain equipment configuration  
orders consistent with Combat System Doctrine?... Y / N
- 7. Are checklists being used by combat systems  
personnel to reconfigure combat systems equipment?Y / N
- 8. Do the Battle Orders include a synopsis of the  
current tactical situations it impacts the ship's  
combat system readiness?..... Y / N
- 9. Do the Battle Orders include a summary of the  
primary concerns/potential threats and a threat  
prioritization?..... Y / N
- D. EMCON Bill  
(references d and f):
- 1. Does the bill include the following:
  - a. Seven conditions?..... Y / N
  - b. Remote Station Indicators?..... Y / N

SUBSECTION I-2 DEPARTMENT ORGANIZATION DIRECTIVES AND BILLS

- c. Equipment Indexes(IAW Optask IW/C2W)?..... Y / N
- 2. Do all ICS have a copy of the current EMCON Bill? Y / N
- 3. Are all required equipment listed on the EMCON Bill?..... Y / N
- 4. All required equipment have proper Placards posted in the vicinity?..... Y / N
- E. Intelligence Collection Bill (reference d):
  - 1. Does the ship have a up-to-date Intelligence Collection Bill which include the following:
    - a. When and who can call away the Intel Team?... Y / N
    - b. Where will the Intel Team assemble at?..... Y / N
    - c. Individual positions and duties?..... Y / N
- F. Navy-wide Messages:
  - 1. Navy-wide OPGEN?..... Y / N
  - 2. Navy-wide OPTASK MIW?..... Y / N
  - 3. Navy-wide OPTASK SUW?..... Y / N
  - 4. Navy-wide OPTASK IW/C2W?..... Y / N
  - 5. Navy-wide OPTASK INTEL?..... Y / N
  - 6. Navy-wide OPTASK FOTC?..... Y / N
  - 7. CINCLANTFLT/CINCPACFLT Monthly SID Assignment msg?.....Y / N

Remarks\_\_\_\_\_

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Assessor(s):\_\_\_\_\_

Date:\_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

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## SECTION I NAVIGATION SEAMANSHIP (CIC)

## SUBSECTION I-3 DEPARTMENT ORGANIZATION AND MANNING

## A. Personnel Manning

## 1. Manning required by ship's EDVR:

NEC	BA	NMP	ONBRD	LOSSES	GAINS
EM 4665	_____	_____	_____	_____	_____
MN/STG 0490	_____	_____	_____	_____	_____
MN/STG 0488	_____	_____	_____	_____	_____
ET/OS 0343	_____	_____	_____	_____	_____
MN/OS 0342	_____	_____	_____	_____	_____
MN/STG 1213*	_____	_____	_____	_____	_____
MN/STG 1212*	_____	_____	_____	_____	_____
TOTAL	_____	_____	_____	_____	_____

\* SQQ-32(V) 3 Sonar

- a. Has the ship taken action to correct  
manning deficiencies?..... Y / N

## 2. Watch Quarter and Station Bill:

- a. Do current Bills reflect qualification levels  
of assigned personnel? (I.E. Q, I, U/I)..... Y / N

- b. Are assignments IAW Ship's Manning Document and  
sufficient for the following conditions and/or  
details:

- 1) Low Visibility Detail..... Y / N
- 2) Sea and Anchor Detail..... Y / N
- 3) Condition I (General Quarters)..... Y / N
- 4) Condition III (Wartime steaming)..... Y / N
- 5) Condition IV (Peacetime steaming)..... Y / N
- 6) Mine Warfare (1M, 1MH, 2M, 2MH)..... Y / N

SUBSECTION I-3 DEPARTMENT ORGANIZATION AND MANNING

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Remarks \_\_\_\_\_

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Assessor(s) : \_\_\_\_\_

Date: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

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## SECTION I NAVIGATION SEAMANSHIP (CIC)

SUBSECTION I-4 REFERENCE MATERIAL/CHARTS/RECORDS

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## A. Reference Materials:

1. Was an NWPL inspection conducted in the last 12 months IAW references g and h..... Y / N
  - a. Were all discrepancies from the inspection corrected?..... Y / N
  - b. Is the library maintained with a Locator File with physical location of all publications in the ship's NWPL?..... Y / N
  - c. Does the Administrative File contain the following:
    - 1) Designation/Relief Letters? ..... Y / N
    - 2) Correspondence File? ..... Y / N
    - 3) NAVPUB Message file? ..... Y / N
    - 4) Complete inventory list of the NWPL? (including status of change)..... Y / N
    - 5) Pending Change File? ..... Y / N
    - 6) Access List (for Secret and NATO Secret)? Y / N
    - 7) Publication Notice File? ..... Y / N
    - 8) Destruction records? ..... Y / N
    - 9) Inspection/Inventory documentation letters?Y / N
    - 10) General Messages? ..... Y / N
  - d. Are Secret/NATO/Confidential pubs physically separated in separate areas?..... Y / N
  - e. Are items in the administrative file kept for 2 years?..... Y / N
  - f. Are Mine Warfare Publications current and page checked? (pubs spot checked)..... Y / N
  - g. Is there a separate COMTAC list?..... Y / N
  - h. Is the COMTAC Control Officer and librarian designated in writing? ..... Y / N
  - i. Does the Librarian hold the latest OPNAVINST 5605.19? ..... Y / N

# SUBSECTION I-4 REFERENCE MATERIAL/CHARTS/RECORDS

- j. Does the custody file contain a complete catalog card (OPNAV 5070/11) or electronic data base for each publication and CD onboard?Y / N
  - 1) Does the clerk ensures the card is filled out and signed where required?..... Y / N
  - 2) Are changes and numerical message corrections entered on the catalog cards or data base?..... Y / N
- 2. Does the ship have a tailored Emergency Destruction Plan (EAP) IAW reference I..... Y / N
  - a. Is a copy of the ship's EAP signed by the current Commanding Officer?..... Y / N
  - b. Is the EAP implemented in all Combat System spaces and does it include the following:
    - 1) Designation of responsible personnel by functional title or billet?..... Y / N
    - 2) Designation of destruction priorities, both for precautionary and complete destruction?..... Y / N
    - 3) Designation of emergency destruction techniques, reporting procedures, and location of destruction materials?..... Y / N
- 3. Required Publications/Instructions/Notices:
  - a. COMTRALANT OPORD 2000..... Y / N
  - b. CINCLANTFLT OPORD 2000..... Y / N
  - c. Mine Countermeasures Experimental Tactics Notebook and Lessons Learned (Parts I, II and III).... Y / N
  - d. CMWC TACMEMO CD..... Y / N
  - e. COMNAVSURFLANT/PACINST 3502.2E Surface Force Training Manual..... Y / N
  - f. OPNAVINST C3501.164B Required Operational Capability/Projected Operational Environment (ROC/POE) for MCM-1 (Avenger) Class MCS..... Y / N
  - g. FACSFACVACAPESINST 3120 (U.S. ships only).... Y / N
  - h. FACSFACJAXINST 3000.1C (U.S. ships only).... Y / N
  - i. OPNAVINST 3100.6 Special Incident Reporting (OPREP-3)..... Y / N
  - j. COMNAVSURFLANT/PACINST 1500.5 Seamanship Training Team Program..... Y / N

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 SUBSECTION I-4 REFERENCE MATERIAL/CHARTS/RECORDS
 

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4. Are the following publications, instructions, and manuals maintained and up to date..... Y / N
  - a. AHP 1 Allied Navigational Information in time of War "Q" Message system (1MF)..... Y / N
  - b. AHP 1 Supp 1 NATO Supplement to Allied "Q" Message System (1MF)..... Y / N
  - c. AHP 7 VOL I US SUPP Dormant "Q" Msg Publication.....Y / N
  - d. APP 4 Vol 1 Allied Maritime Messages(1HB).... Y / N
  - e. APP 4 Vol 2 Allied Maritime Messages (1HB)... Y / N
  - f. ATP 1 Vol 1 Allied Maritime Tactical Instructions and Procedures. (2HB)..... Y / N
  - g. ATP 1 Vol 2 Allied Maritime Tactical Signal and Maneuvering Book (2HB)..... Y / N
  - h. ATP 6 Vol 1 Allied Doctrine of Mine warfare Policy and Principles(Rev B) (1HB)..... Y / N
  - i. ATP 6 Vol 2 Allied Doctrine of Mine Warfare Planning and Evaluation of Mine Warfare Principles (RevB) (1HB)..... Y / N
  - j. ATP 24 Vol I Tactical Instructions and Procedures for conduct of Mine Countermeasures Operations(Rev S) (1HB)..... Y / N
  - k. ATP 24 Vol II Tactical Instructions and Procedures for conduct of Mine Countermeasures Operations(Rev B) (1HB)..... Y / N
  - l. AXP 5 MW Supp Mine Warfare Supplement to NATO Experimental Tactics and Amplifying Tactical Instructions(IMF)..... Y / N
  - m. FXP-1 Amphibious Warfare (AMW) and Mine Warfare (MIW) Exercises (Rev A)(1HB)..... Y / N
  - n. NWP 1-10.1 Tactical Action Office Handbook (REV 1)(1HB)..... Y / N
  - o. NWP 1-10.11 Tactical Action Officer Handbook (Quick Reference Guide)(1HB)..... Y / N
  - p. NWP 3-15. Explosive Ordnance Disposal (Rev B) (1HB)..... Y / N
  - q. NWP-3-15.2 Mine Countermeasures Operations (1HB)..... Y / N



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 SUBSECTION I-4 REFERENCE MATERIAL/CHARTS/RECORDS
 

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r. NWP-3-15.41 MCM Planning and Procedures  
 (Rev B)(lHB) ..... Y / N  
 s. NWP-3-15.41.1 MCM Planning and Procedures  
 (Rev A) (lHB) ..... Y / N  
 t. NWP-3-15.41.2 MCM Planning and Procedures  
 (Data Supplement) ..... Y / N  
 u. NWP-3-15.21 Surface Mine Counter-measures  
 Operations(Rev B)(lHB) ..... Y / N  
 v. NWP-3-15.22 Airborne Mine Counter-Measures  
 Operations(Rev C)(lHB) ..... Y / N  
 w. NWP-3-15.3 Mining Operations(Rev B) (lHB).... Y / N  
 x. NWP-3-15.42 Minefield Planning(Rev S) (lHB).. Y / N  
 y. NWP-27-6 Mine MK 60 (CAPTOR) Anti-Submarine  
 Warfare Tactics(Rev A)(lHB) ..... Y / N  
 z. NWP-27-8 Underwater Mine Counter-Measures  
 Operations (lHB) ..... Y / N  
 aa. NWP-3-20.6.20 MHC-1 Class Tactical Manual  
 (Rev A) (3HB) ..... Y / N  
 bb. NWP-68-1 Passive Mine Counter-measures Systems  
 and Tactics (lHB) ..... Y / N  
 cc. MCM-1 Combat systems Doctrine ..... Y / N  
  
 1) Was the Doctrine tailored to reflect own  
 ship's unique systems and configuration? . Y / N  
 2) Was the doctrine officially promulgated,  
 current, consistent with existing doctrine  
 of higher authority and approved by the  
 present Commanding Officer? ..... Y / N  
 dd. COMINELWARCOM TACMEMO MZ6010-1-90 (ROUTE SURVEY)  
 of 31 May 1990 ..... Y / N  
 ee. Mine Warfare Campaign Plan MZ-6000-1-99 ..... Y / N  
 ff. MINEWARFARE PILOTS (CMWC/NAVOCEANO CD) ..... Y / N  
 gg. MINECOUNTERMEASURES Experimental Tactics Notebook  
 and Lessons Learned, Dist by CMWC 2 Jan 85 .. Y / N  
 hh. CMWC TACMEMO 3-15.2 (SQQ-32) ..... Y / N

SUBSECTION I-4 REFERENCE MATERIAL/CHARTS/RECORDS

## B. Reference Materials:

1. Were required publications, as outlined in the  
CIC Seamanship Training Team Training Information  
Package, updated and available?.....Y / N
2. CINCLANTFLTINST 3140.9 MAP and CHART ALLOWANCE  
(Atlantic Fleet).....Y / N
3. DMA CATALOG OF MAPS, CHARTS and PUBLICATIONS  
PT 2, VOL 1 through 10.....Y / N
4. Summary of Corrections Vols 1, 2 and 5.....Y / N
5. Weekly Notice to Mariners.....Y / N
6. Chart Corrections Card System.....Y / N
7. CO's Charts and publications (Letter of  
designation required).....Y / N
8. COMNAVSURFLANT/COMNAVSURFPAC/COMNAVAIRLANT/  
COMNAVAIRPAC INST. 3530.4, Surface Ship  
Navigation Department Organization and  
Regulations Manual.....Y / N
9. Were charts applicable to Ingleside or designated  
training area properly corrected?..... Y / N

**NOTE: THIS CHECK IS CONDUCTED IN CONJUNCTION WITH BRIDGE  
CHARTS BY THE QUARTERMASTER TEAM MEMBER.**

- a. Chart # 11312 Port Aransas to Port Ingleside:  
(latest Notice to Mariners)..... Y / N
- b. Chart # 11307 Aranasa Pass to Baffin Bay: Low  
visibility track, Minefields, Radar and Visual  
points indicated (Latest Notice to Mariners) Y / N
- c. Chart # 11310 Approaches to Corpus Christi Bay  
(Latest Notice to Mariners) ..... Y / N

**NOTE: DO NOT INK ANY PORTION OF THE CHART UNTIL ATG APPROVES  
THE CHART.**

1. Were OPERATIONAL RECORDS (logs), specific to Navigation Seamanship and Mine Warfare maintained IAW CIC Doctrine, Tactical Manual, and/or higher authority.....Y / N

a. CIC Watch log.....Y / N

b. Navigation Fix Log.....Y / N

c. Radar Contact Log..... Y / N

d. R/T Logs (non secure)..... Y / N

e. Sonar Contact Log..... Y / N

f. Combat Systems Maintenance Log..... Y / N

[illegible]

Date: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION I NAVIGATION SEAMANSHIP (CIC)

## SUBSECTION I-5 MATERIAL STATUS AND SAFETY

A. Was the following CIC equipment (where applicable) in operational condition? ..... Y / N

**NOTE: LIST CASREP BY NUMBER, CATEGORY, NOUN NAME, ETR ON REMARKS PAGE.**

1. GYRO compass repeaters (CIC)..... Y / N
2. Pit Log repeaters (CIC) ..... Y / N
  - a. Pit sword input (Underway condition only) .... Y / N
  - b. Dummy log input ..... Y / N
3. Surface status board (Located on Bridge)..... Y / N
4. Communications status board
  - a. Task Organization..... Y / N
  - b. Daily Changing Call Signs..... Y / N
  - c. Communications Plan
    - 1) Circuits ..... Y / N
    - 2) Frequency ..... Y / N
    - 3) Speaker/Guard ..... Y / N
5. Schedule of Events (SOE) Board..... Y / N
6. Equipment status board..... Y / N
7. Tactical plot (local operating area)..... Y / N
8. Emergency lighting for displays (Non-electronic)  
(Reference: NAVSEA 0901-LP-330-0000)..... Y / N

SUBSECTION I-5 MATERIAL STATUS AND SAFETY

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Remarks \_\_\_\_\_

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Assessor(s) : \_\_\_\_\_

Date: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION I NAVIGATION SEAMANSHIP (CIC)

## SUBSECTION I-6 RADAR AND ELECTRONIC EQUIPMENT

A. Indicate the operating performance of the following navigation related equipment:

**NOTE: INCLUDE ALL SURFACE SURVEILLANCE, NAVIGATIONAL, PINS, GPS, OR ANY OTHER SYSTEM USED ICW NAVIGATION. AN MAJOR DEFICIENCY IS ASSIGNED IF THE SHIP'S PRIMARY NAVIGATION RADAR IS INOPERATIVE. RADAR PRESENTATIONS ARE REQUIRED IN CIC AND THE BRIDGE.**

1. Radars / Navigation systems:

UNIT \_\_\_\_\_ STATUS

2. Remote PPI (Serial # and Location)

**NOTE: INCLUDE ALL CONVENTIONAL REPEATERS AND ANY TDS/CDS CONSOLES USED DURING NAVIGATION DETAILS. VERIFY OVERALL OPERABILITY AND ACCURACY OF EACH DEVICE.**

UNIT \_\_\_\_\_ STATUS

3. Did the ship's personnel demonstrate adequate knowledge and proficiency in the use of radar systems and Repeaters?.....Y/N

SUBSECTION I-6 RADAR AND ELECTRONIC EQUIPMENT

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Remarks \_\_\_\_\_  
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Assessor(s) : \_\_\_\_\_

Date: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

## MHC-51

## SECTION I NAVIGATION SEAMANSHIP (BRIDGE)

## SUBSECTION II-1 PREREQUISITE TRAINING

- References:** (a) COMNAVAIRLANTINST 3500.52 Series  
 (b) COMNAVSURFLANTINST 3502.2 Series  
 (c) COMNAVSURFLANT/COMNAVAIRLANTINST 3530.4 Series  
 (d) OPNAVINST 3100.7 Series  
 (e) OPNAVINST 3130.6 Series  
 (f) OPNAVINST 3120.32 Series  
 (g) OPNAVINST 3500.34 Series  
 (h) OPNAVINST 4790.4 Series  
 (i) OPNAVINST 5510.1 Series  
 (j) CINCLANTFLTINST 3140.9 Series  
 (k) NAVMETOCCOMINST 3144.1 Series  
 (l) Naval Ships Technical Manual, (NSTM), Chapter 420  
 (m) Naval Ships Technical Manual, (NSTM) Chapter 422  
 (n) Allied Communication Procedures (ACP 125)  
 (o) U.S. Naval Regulations, 1990  
 (p) Navigation Rules, COMDTINST M16672.2 Series  
 (q) Naval Warfare Publication (NWP) 3- 20.31

**NOTE: PRIOR TO COMMENCING TSTA, THE CREW MUST BE TRAINED SUFFICIENTLY ON AN INDIVIDUAL BASIS TO BENEFIT FROM THE TSTA PROGRAM. THE SURFACE TRAINING MANUAL (STM) ESTABLISHES MINIMUM PREREQUISITES. ALTHOUGH NOT A PART OF THE CART ITSELF, DEFICIENCIES IN THESE PREREQUISITES ARE CONSIDERED IN DELIBERATIONS REGARDING ASSESSMENT OF TRAINING. THIS SECTION EVALUATES THE ADEQUACY OF THE SHIP IN MEETING THOSE PREREQUISITES ON A DEPARTMENTAL BASIS.**

- A. Did the ship receive a minimum of one week readiness for sea (RFS) period, one week independent ship exercise (ISE) between overhaul/commissioning and TSTA?..... Y / N
- B. Were the following navigation drills conducted satisfactorily and within required periodicity? [Ref d]Y / N
1. MOB-N-1-SF Navigation in an EW environment..... Y / N
  2. MOB-N-2-SF Open ocean navigation..... Y / N
  3. MOB-N-3-SF Conning and steering at secondary control station..... Y / N
  4. MOB-N-4-SF Harbor piloting by gyro compass. .... Y / N



## SUBSECTION II-1 PREREQUISITE TRAINING

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5. MOB-N-5-SF Precision anchorage..... Y / N
  6. MOB-N-6-SF Low visibility piloting..... Y / N
  7. MOB-N-7-SF Piloting-Loss of gyro compass..... Y / N
  8. MOB-N-9-SF Loss of steering control..... Y / N
- C. Was the Navigation Seamanship Training Team (NSTT) established and functioning IAW applicable instructions [Ref d, Chapter 3, Section 7]
1. STT/NAV assigned for navigation team (Bridge/CIC) and designated in writing [Ref d]..... Y / N
  2. Are STT members PQS qualified in the area they are training/evaluating?..... Y / N
  3. Were records of STT training and drills being maintained?..... Y / N
  4. Are critique sheets for a given period being forwarded for review up the chain of command to the CO?.... Y / N
  5. Are adequate drill/grade sheets prepared for use during drills?..... Y / N
  6. Has a long range STT training schedule been developed?..... Y / N
  7. Do the drill/grade critique sheets have meaningful comments by the STT which substantiate/support the evaluation?..... Y / N
- D. Was the Personnel Qualification Standards (PQS) Program established and functioning? [Ref a, g, NAVEDTRA 43492-2]
1. Were applicable PQS materials, PQS books and NAVEDTRA Standard Answer books available?..... Y / N
  2. Are reports of PQS progress being made monthly to the XO/Training Officer?..... Y / N
    - a. Were divisional PQS progress charts or ADP records updated weekly?..... Y / N
  3. Were all watchstations for which PQS exists listed on the chart or ADP records?..... Y / N
  4. Is the list of Qualifying Personnel available and up to date in the division/work center?..... Y / N
- E. Were Nav-Team personnel PQS qualified for the navigation watch stations assigned? (Of \_\_\_\_\_ records checked, \_\_\_\_\_ were qualified)..... Y / N

## SUBSECTION II-1 PREREQUISITE TRAINING

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- F. Were required training courses for navigation team members successfully completed?..... Y / N
1. Navigator Qualifications (SURFLANT SHIPS) [Ref c]
    - a. Navigator/SR QM Refresher Course.(K-2E-2207) . Y / N
    - b. Navigation Celestial Refresher Course  
(K-2G-0603)..... Y / N
    - c. Navigator/Assistant Navigator PQS.  
(NAVEDTRA 43492-2) ..... Y / N
    - d. Qualified OOD underway (If BUPERS assigned must complete OOD qualifications within six months of reporting) ..... Y / N
    - e. NAVSTAR GPS AN/WRN-6 Operator Course  
(K-061-0321) ..... Y / N
  2. Senior Quartermaster [Ref c]
    - a. Navigator/Senior QM Refresher Course  
(K-2E-2207) ..... Y / N
    - b. Navigation Celestial Refresher Course  
(K-2G-0603) ..... Y / N
    - c. Navigator/Assistant Navigator PQS  
(NAVEDTRA 43392-2) ..... Y / N
    - d. NAVSTAR GPS AN/WRN-6 Operator Course  
(K-061-0321) ..... Y / N
  3. Helm Safety Officer [Ref c]
    - a. Did the Helm Safety Officer complete the required PQS (NAVEDTRA 43492-2)? ..... Y / N
    - b. Did the After Steering Safety Officer complete the required PQS (NAVEDTRA 43492-2)? ..... Y / N
- G. Was the Department Training Program established and functioning IAW reference (g) and did it include:.... Y / N
1. Quarterly Training Program?..... Y / N
  2. Monthly Training Program?..... Y / N
  3. Division Training Records/PQS progress chart?.... Y / N
  4. Is Divisional Training monitored by the Division Officer..... Y / N
  5. Are lesson plans approved by the Department Head. Y / N

SUBSECTION II-1 PREREQUISITE TRAINING

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REMARKS \_\_\_\_\_  
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EVALUATOR ( S ) : \_\_\_\_\_

DATE : \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION I NAVIGATION SEAMANSHIP (BRIDGE)

SUBSECTION II-2 DEPARTMENT ORGANIZATION AND RECORDS

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## A. DEPARTMENTAL ORGANIZATION [Ref h]

1. Were current duties, responsibilities, authority and organizational relationships of personnel within the department set forth in written form? (e.g. Organization Chart, Functional Guide, Basic Responsibilities of Personnel, Organization Manual).Y / N
2. Was COMNAVSURFLANT/COMNAVAIRLANTINST 3530.4(Series) utilized to set minimum navigation standards and procedures..... Y / N
3. Is there a tailored navigation bill that prescribes responsibilities and procedures for safe navigation of the ship, including navigation in restricted waters during low visibility?..... Y / N

## B. ASSIGNMENT OF PERSONNEL: [Ref h]

1. Did the Watch, Quarter, and Station Bill meet the following requirements:
  - a. Was it conspicuously posted, up to date and readily accessible to all navigation department personnel?..... Y / N
  - b. Were all navigation department personnel included?Y / N
  - c. Does the department bill provide stations for the following:
    - 1) ABANDON SHIP? ..... Y / N

Had arrangements been made and personnel assigned to provide the necessary navigation equipment, such as compass, sextant, navigation tables, timepiece and rate book, chronometer and charts to one boat prior to abandoning ship with additional navigation equipment, as available, provided to other boats? Recommend store items in a waterproof container with an accurate inventory posted on its exterior (whenever feasible)

- 2) MAN OVERBOARD? ..... Y./ N
- 3) RESCUE AND ASSISTANCE? ..... Y / N
- 4) CONDITION I? ..... Y / N
- 5) CONDITION III? ..... Y / N

## SUBSECTION II-2 DEPARTMENT ORGANIZATION AND RECORDS

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- 6) CONDITION IV? ..... Y / N
- 7) SPECIAL SEA DETAIL? ..... Y / N
- 8) LOW VISIBILITY PILOTING? ..... Y / N
- 9) UNDERWAY REPLENISHMENT? ..... Y / N

### C. AVAILABILITY OF REFERENCE MATERIALS:

1. Was the full allowance of the following publications, directives and technical instructions, which bear on the overall operational capability of the department readily available and properly maintained? [Ref m]
  - a. Nautical Almanac? ..... Y / N
  - b. Air Almanac? ..... Y / N
  - c. Sailing Directions? ..... Y / N
  - d. Coast Pilots? (corrected up to date for the area in which the ship is training) ..... Y / N
  - e. Fleet Guides? (corrected up-to-date) ..... Y / N
  - f. CINCLANTFLTINST 3140.9(Series)?  
(Chart Allowance) ..... Y / N
  - g. DMA Catalog of Maps, Charts and Related Products, including the latest semi-annual bulletin (corrected and up-to-date)? ..... Y / N
  - h. COMDTINST M16672.2 (Series) Navigation Rules? (corrected and up-to-date) ..... Y / N
  - i. U.S. Navy Manual for Ships Surface Weather Observations? (NAVMETOCOMINST 3144.1) ..... Y / N
  - j. Light List? (corrected up to date for the area in which the ship is training) ..... Y / N
  - k. List of Lights? (corrected up to date for the area in which the ship is training) ..... Y / N
  - l. NAVAIR Allowance List, NAVAIR 00-35QL-22? .... Y / N
  - m. American Practical Navigator (NVPub9)? ..... Y / N
  - n. Tides and Currents ..... Y / N
  - o. Chart -1 ..... Y / N
2. Chart Preparation.
  - a. Summary of Corrections Vols. 1, 2, and 5? .... Y / N
  - b. Weekly Notice to Mariners? ..... Y / N

SUBSECTION II-2 DEPARTMENT ORGANIZATION AND RECORDS

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- c. A complete file of NAVAREA IV Broadcast?..... Y / N
- d. A complete file of HYDROLANT Broadcast?..... Y / N
- e. A complete file of Broadcast Notice to Mariners?  
(Homeport CGD BNM in addition to BNM for area of  
training)..... Y / N
- f. If NAVTEX is installed, is it incorporated into  
use with other broadcast systems?..... Y / N
- g. Local Notice to Mariners? (Same as item f)... Y / N

**NOTE: ITEMS f, g, AND h SHALL CONSIST OF ONLY THOSE MESSAGES AND NOTICES THAT ARE CURRENTLY IN FORCE. THEY SHALL BE FILED SO THAT SHIPS CAN READILY ASCERTAIN WHEN WARNINGS ARE IN FORCE PRIOR TO ENTERING AREAS OF COVERAGE.**

- h. Chart and Pub Correction Cards? (These cards shall  
be prepared and maintained IAW current  
instructions in NIMA CATP2V01U)..... Y / N
  - i. A letter from the Commanding Officer stating which  
charts and pubs shall be maintained and corrected  
up to date at all times? [Ref c]..... Y / N
  - j. Were the following Corpus Christi charts required  
for training corrected through the latest Weekly  
and Broadcast Notice to Mariners? (Corpus Christi  
11305,11310))..... Y / N
  - k. Were the following Corpus Christi charts required  
for training prepared IAW their respective  
OPORDERS and NAVY STANDARDS? (Corpus Christi  
11305, 11310)..... Y / N
  - l. Did the ship have on board four copies of each  
OPAREA and anchorage chart in addition to  
permanent allowance? (Corpus Christi 11305, 11310)Y / N
3. Bridge reference materials.
- a. NAVSEA S9086-NZ-STM-010, Chap. 420 and 422,  
Navigation Systems, Equipment and Aids?..... Y / N
  - b. Adequate Steering Casualty Procedures?  
[Ref f, NSTM 090-2.47)
    - 1) Were Steering Casualty Procedures posted at all  
steering stations and written in a clear and  
concise manner for all maneuvering  
situations?..... Y / N

## SUBSECTION II-2 DEPARTMENT ORGANIZATION AND RECORDS

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- c. Were shaft RPM Versus Speed Tables posted on the bridge? ..... Y / N
- d. Were stopping Distances for 1/3, 2/3, STD and Full speeds, located on bridge? ..... Y / N
- e. Were acceleration and deceleration tables located on the bridge? ..... Y / N
- f. Were Advance and Transfer Diagrams located on the bridge? ..... Y / N

**NOTE: ADVANCE AND TRANSFER DATA SHOULD BE DIAGRAMED IN SUCH A MANNER THAT ADVANCE AND TRANSFER CAN BE READILY DETERMINED OR ANY TURN BETWEEN 0 AND 90 DEG. AT 1/3, 2/3, STANDARD AND FULL SPEEDS USING 5, 10, 20, 25 AND 30 DEGREES OF RUDDER.**

- g. Extracts from Oil Pollution Act of 1973, as amended, and the Federal Water Pollution Control Act as amended, posted on the bridge? [Revised edition may be obtained from N/M 1 published each year)..... Y / N
- D. Were the following logs and records maintained as required? (In accordance with references (c) and (f)) Y / N
- 1. Was the Commanding Officer's Night Order Book properly maintained?
    - a. Did the Night Order Book contain standing order and required read sheet IAW (COMNAVSURFLANT 3530.4 NAVIGATION STANDARDS)? ..... Y / N
    - b. Were Standing Orders signed by the current Commanding Officer? ..... Y / N
    - c. Do ship control personnel review and initial CO's standing orders monthly? ..... Y / N
    - d. Were CO's Night Orders retained for three years?Y / N
  - 2. Was there a copy of an effective Ships Emergency Action Plan (EAP) signed by the current Commanding Officer, readily available and implemented on the bridge? [Ref i]..... Y / N
  - 3. Was there a Restricted Maneuvering Doctrine?..... Y / N
  - 4. Was the Bridge to Bridge Radio Telephone Log maintained during the hours of operation and were all entries complete and signed by the operator? [Ref c and n]..... Y / N
  - 5. Standard Bearing Book: [Ref c, OPNAV FORM 3530/2]

SUBSECTION II-2 DEPARTMENT ORGANIZATION AND RECORDS

- a. Were all visual/radar navigation aids positively identified and annotated for permanent reference? (Must include the abbreviation, noun name, and lat/long) ..... Y / N
- b. Were corrections lined through with a single line and initialed in the margin by the person making the correction with no strikeouts? ..... Y / N
- c. Did the book's pages reflect proper entries for chart number, date, time zone, location, gyro error, radar bearing/range error, depth, and bearing recorder's signature? ..... Y / N
- d. Was the Standard Bearing Book retained onboard for a period of 3 years? ..... Y / N
- 6. Ship's Deck Log: [Ref c, d, and o]
  - a. Were deletions lined through with a single line and initialed in the left margin with no strikeouts? ..... Y / N
  - b. Were the entries complete and correctly entered, in chronological order and signed by the OOD? Y / N
  - c. Were Deck Logs reviewed daily by the navigator? Y / N
  - d. Were duplicate Deck Logs retained onboard for a period of 1 year? ..... Y / N
- 7. Navigation Workbook: (OPNAV Form 3530/1)
  - a. Did the ship maintain records of daily computations made for the purpose of navigating the ship? (Stars, Sunlines, LAN, Azimuths, Tides and Currents, etc) ..... Y / N
  - b. If record books, other than the Navigation Workbook are being used, had the current Commanding Officer authorized the Navigator to do so in writing? (To include the use of modified strip forms) ..... Y / N
  - c. Were celestial observations observed and recorded when underway, weather conditions permitting? Y / N
  - d. Was the Navigation Workbook reviewed and signed daily by the Navigator? ..... Y / N
  - e. Were the Navigation Workbooks retained onboard for a period of three years? ..... Y / N



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 SUBSECTION II-2 DEPARTMENT ORGANIZATION AND RECORDS
 

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8. Magnetic Compass Record Book: [Ref c, 1, and NAVSEA 3120/3]
- a. Were completed copies of the magnetic compass deviation table included in the rear of the book and posted at each magnetic compass? [NAVSEA 3120/4] ..... Y / N
  - b. Was the record properly maintained and signed daily by the Navigator and submitted to the Commanding Officer for his approval on the last day of each quarter? [Ref c] ..... Y / N
  - c. Was helm repeater error recorded every four hours while underway? ..... Y / N
  - d. Were Magnetic Compass Record Books retained onboard for a period of one year? ..... Y / N
9. Weather Observations: [Ref k]
- a. Were surface weather observations properly taken, recorded and transmitted to the proper addressee(s)? ..... Y / N
10. Ship's Position Log: (OPNAV Form 3100/3)
- a. Is the Ship's Position Log being maintained IAW reference (c)? ..... Y / N
  - b. Were soundings obtained and recorded in the remarks column with each fix? ..... Y / N
  - c. Were Ship's Position Logs retained onboard for three years? ..... Y / N

 REMARKS \_\_\_\_\_
   
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EVALUATOR (S) : \_\_\_\_\_

DATE : \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

## MHC-51

## SECTION I NAVIGATION SEAMANSHIP (BRIDGE)

SUBSECTION II-3 MACHINERY AND EQUIPMENT

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## A. Magnetic Compass:

1. Had all magnetic compasses been tested for sensibility and time of oscillation as required by and properly recorded? [Ref 1, para 2.6]..... Y / N
2. Had all magnetic compasses been adjusted within the past year or since the last overhaul if within one year? [Ref 1, para 2.12]..... Y / N
3. Was the degaussing system operative to include a satisfactory degaussing run on reciprocal headings within a six week period? (If installed) [OPNAVINST C9850.2E]..... Y / N
4. Was a copy of the deviation table posted at each magnetic compass? [Ref 1, NAVSEA 3120/4]..... Y / N
  - a. Did tabulated deviations agree with actual deviations?..... Y / N
  - b. Was deviation of the magnetic compass three (3) degrees or less on all headings with degaussing off and 5 degrees or less with degaussing on? [Ref 1, para 2.12]..... Y / N
5. Were all magnetic compass bowls free of bubbles, debris and were binnacle lights operative? [Ref h, PMS card Magnetic Compass 4211; Q-1, Q-2, Q-3R, Q-4, Q-5, as applicable]..... Y / N
6. Were gimbal rings without loss of motion? (if installed) [Ref h]..... Y / N

## B. Digital Flux Gate Magnetic Compass:

1. Has the alignment error adjustment procedure been accomplished:
  - a. Following system installation?..... Y / N
  - b. Following removal/replacement of the processor unit?..... Y / N
  - c. At least annually (ref c)?..... Y / N

## SUBSECTION II-3 MACHINERY AND EQUIPMENT

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- C. Was the following navigation equipment in satisfactory operating condition: [Ref c, f]
1. Steering:
    - a. Was documentation of the ship's steering system and gyro compasses IMA inspection available and within periodicity? ..... Y / N
    - b. Was a satisfactory steering check conducted IAW (PMS card Ship Control Systems 560 subsystem: steering system A-9R) ..... Y / N
  2. Master Gyro Compass and alarms? ..... Y / N
  3. Gyro Repeaters
    - a. Were bench marks installed and were repeaters aligned to the bench marks? ..... Y / N
  4. Bridge to Bridge Radiotelephone? ..... Y / N
  5. Fathometer(s)? ..... Y / N
  6. Bearing and Azimuth Circles? (Are they clean and well maintained)? ..... Y / N
  7. Alidades, Sextants, and Stadimeters? (Are they aligned, clean, and well maintained)? ..... Y / N
  8. Pilothouse Radar repeater(s)? ..... Y / N
  9. LORAN-C and GPS? (if installed) ..... Y / N
  10. Anemometers(s)? ..... Y / N
  11. PMP? ..... Y / N
  12. 3-arm protractor? ..... Y / N
  13. Chronometers? (Are they properly stowed and within overhaul dates, if applicable)? ..... Y / N
- D. Is there a ship's bell installed forward and, if the ship is more than 100 meters (328.1 ft) in length, was a fog gong installed in the aft part of the ship? ..... Y / N
- E. Was the dim/bright switch (when equipped) for the running lights marked with a sign stating "NOT IAW THE RULES OF THE ROAD IN THE DIM POSITION"? [Ref m, para 1.3.10.1] Y / N
- F. Material condition of running lights: [Ref m, p]
1. Were the shields undamaged, painted black, and glass surfaces free from paint and dirt? ..... Y / N

# SUBSECTION II-3 MACHINERY AND EQUIPMENT

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- G. Was a full allowance of meteorological equipment, forms and publications on board and properly maintained?... Y / N
- H. Had the barometer been calibrated within the past six months?..... Y / N
- I. Were both fixed and portable #5 civilian or digital readout compasses equipped with compensating unit and quadrantal spheres and lighting fixtures? (if applicable) [Ref l]..... Y / N
- J. Were both fixed and portable #5 civilian or digital readout compasses within adjustment periodicity? [Ref l]..... Y / N
- K. Did the ship's whistle and alarms function properly in all modes?..... Y / N
- L. Does the bridge have proper battle dress equipment? (battle helmets, life jackets, MK-5 or MCU-2P gas masks, M291 kits, flash gear, flack jackets) [Ref q]..... Y / N

REMARKS\_\_\_\_\_

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EVALUATOR(S) : \_\_\_\_\_

DATE: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION I NAVIGATION SEAMANSHIP (BRIDGE)

## SUBSECTION II-4 STANDING ORDERS

The following references apply to this checksheet

- (a) CNSL/CNSPINST 3530.4 (SERIES) Surface Ship Navigation  
Department Organization and Regulations Manual
- (b) OPNAVINST 3120.32 (SERIES) SORM
- (c) U.S. Navy Regulations 1990

A. Does the ship have a Standing Orders Notebook?..... Y / N

1. Does the Standing Orders Notebook include the CO's  
direction as it applies to the following:

- a. Safe Maneuvering intervals..... Y / N
- b. Restricted Maneuvering Doctrine..... Y / N
- c. Casualty Procedures..... Y / N
- d. CO's general philosophy for shiphandling..... Y / N
- e. Circumstances that require calls to the CO... Y / N
- f. Conduct of general business on the bridge.... Y / N
- g. Relationships between the OOD and senior officers  
on the bridge..... Y / N

2. Are the duties of the OOD, JOOD JOOW CICWO and TAO  
clearly defined..... Y / N

3. Are there established checklist for routine and  
special evolutions?..... Y / N

- a. Entering Port/ Restricted Waters..... Y / N
- b. Getting Underway..... Y / N
- c. Underway Replenishment..... Y / N
- d. Towing..... Y / N
- e. Low Visibility..... Y / N
- f. Mine Warfare..... Y / N

B. Do the Standing Orders address the following:

1. Directions to the TAO's?..... Y / N

2. A reference to the appropriate ship's instruction  
concerning the engineering configurations which  
support special evolutions?..... Y / N

SUBSECTION II-4 STANDING ORDERS

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3. Are Standing Orders reviewed on a watch to watch basis  
by appropriate watch team personnel? ..... Y / N

REMARKS: \_\_\_\_\_  
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Assessor(s) \_\_\_\_\_

Date: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION I NAVIGATION SEAMANSHIP (BRIDGE)

## SUBSECTION II-5 CHART PREPARATIONS CHECKLIST

NAME \_\_\_\_\_ DATE \_\_\_\_\_

YES NO

- A. Low visibility and swept channels required for training prepared IAW their respective OPORTERS or SOP's. .... . \_\_\_\_\_ . \_\_\_\_\_
- B. Bridge/CIC charts prepared IAW CNSL/CNSP/CNAL/CNAP Instruction 3530.4(Series)..... \_\_\_\_\_ . \_\_\_\_\_
- C. Charts corrected through the latest Notice To Mariners..... \_\_\_\_\_ . \_\_\_\_\_
- D. Proposed track laid down identically, on all charts including CIC..... \_\_\_\_\_ . \_\_\_\_\_
- E. All tracks labeled with true and magnetic courses, speed of advance (SOA), distance of each track leg and distances to the turn... \_\_\_\_\_ . \_\_\_\_\_
- F. Turn bearings in true and relative, turn ranges (in yards) and slide lines computed for each turn. A statement for each turn stating "**Turn based on \_\_\_\_\_ knots and \_\_\_\_\_ rudder**" combination labeled next to each turn..... \_\_\_\_\_ . \_\_\_\_\_
- G. Pre-selected points for bridge and CIC to shift charts labeled. (Shift points will be different)..... \_\_\_\_\_ . \_\_\_\_\_
- H. Visual NAVAIDS in use labeled to include sound signal characteristics if not printed on the chart..... \_\_\_\_\_ . \_\_\_\_\_
- I. Radar navigation points in use labeled on chart..... \_\_\_\_\_ . \_\_\_\_\_
- J. Danger Bearings and Ranges plotted to navigation hazards not marked by navigation aids..... \_\_\_\_\_ . \_\_\_\_\_

SECTION I NAVIGATION SEAMANSHIP (BRIDGE)  
SUBSECTION II-5 CHART PREPARATIONS CHECKLIST

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YES NO

- K. Charts annotated for shoal water, points of hazards or dangers including overhead obstructions..... \_\_\_\_\_ . \_\_\_\_\_
- L. Bridge and CIC charts identical. \_\_\_\_\_ . \_\_\_\_\_
- M. Bridge and CIC charts signed by QM's, Navigator, and CO Prior to use? ..... \_\_\_\_\_ . \_\_\_\_\_

Submitted by\_\_\_\_\_



AFLOAT SELF-ASSESSMENT CHECKSHEETS

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SECTION III SEAMANSHIP

COMMAND ASSESSMENT OF READINESS AND TRAINING

**CONTENTS**

**PREPARATIONS**

- SUBSECTION 1 DECK PREPARATIONS
- SUBSECTION 2 GROUND TACKLE/MOORING
- SUBSECTION 3 ABANDONSHIP/LIFESAVING EQUIPMENT
- SUBSECTION 4 REPLENISHMENT/UNREP
- SUBSECTION 5 ASTERN REFUELING
- SUBSECTION 6 TOWING AND RELATED EQUIPMENT
- SUBSECTION 7 MISCELLANEOUS

USS: \_\_\_\_\_ Assessor: \_\_\_\_\_ DATE: \_\_\_\_\_

**OVERALL EVALUATION OF DECK EQUIPMENT** Y N

DECK PREPARATIONS .....	( )	...	( )
GROUND TACKLE/MOORING .....	( )	...	( )
ABANDONSHIP/LIFESAVING EQUIPMENT .....	( )	...	( )
REPLENISHMENT/UNREP .....	( )	...	( )
ASTERN REFUELING .....	( )	...	( )
TOWING AND RELATED EQUIPMENT .....	( )	...	( )
MISCELLANEOUS .....	( )	...	( )

REMARKS \_\_\_\_\_

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Assessor (S) : \_\_\_\_\_

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## AFLOAT SELF-ASSESSMENT CHECKSHEETS

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## SECTION III SEAMANSHIP

SUBSECTION III-1 DECK PREPARATIONS

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- A. All UNREP stations that can be run simultaneously on one side IAW COMNAVSURFLANT C9010.1 (ATLANTIC FLEET REPLENISHMENT GUIDE) will be set up to include the following (**STATIONS SHOULD BE RIGGED READY TO FLY**):
  - 1. One delivery station (**PERSONNEL TRANSFER**).
  - 2. Fuel receiving stations. (**ASTERN REFUELING ONLY**)
- B. Towing hawser and all associated equipment will be rigged as if ready to tow.
- C. Anchor will be walked out to the waters edge, brake set, and windlass disengaged. Brake is required to hold the weight of anchor chain for 10 minutes.
- D. All weight test data for the following will be readily available:
  - 1. Small boat slings. (NSTM 583 7.4.1.2)
  - 2. Small boat hoisting fittings load tested 50% overload. (NSTM 583 7.4.3)
  - 3. Small boat davit weight test.
  - 4. J-BAR Davits/Sockets (REF MIP 6111/002 Hull Fittings for J-BAR Davits and Ref 6111/Z02 for Ammo handling davits)
  - 5. Test data for unrep fittings.
  - 6. Test data for towing padeye.
- E. Blue prints for the following will be readily available:
  - 1. Davit
  - 2. Ground tackle
  - 3. UNREP stations
  - 4. Towing
- F. PQS, Training records, and service records for the following personnel:
  - 1. Boat crews
  - 2. Davit crews

SUBSECTION III-1: DECK PREPARATIONS

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3. Unrep crew
4. Anchor crew
5. Seamanship Training Team

REMARKS \_\_\_\_\_  
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Assessor(S) : \_\_\_\_\_

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## AFLOAT SELF-ASSESSMENT CHECKSHEETS

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## SECTION III SEAMANSHIP

## SUBSECTION III-2 GROUND TACKLE/MOORING

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REFERENCES: (a) NSTM 582-3  
 (b) OPNAVINST 5100.19C (VOL II)  
 (c) NSTM 581-2  
 (d) NSTM 613-2  
 (e) NAVEDTRA 10101 3/89 BM VOL I

A. Were the following items related to ground tackle onboard and in proper condition?

1. Chain stoppers (NSTM 581-6.2.9)..... Y / N
2. Modified chain stopper (NSTM 581-6.2.9 and DWG 804-860000 PCS 17, 18, 19, and 20)..... Y / N
3. Detachable link kit for anchor chain and stoppers (NSTM 581.6.2.14 and AEL)..... Y / N
4. Anchor log, with proper entries. (NAVEDTRA 10101 3/89 NAVY BM VOL 1, PG. 1-13 1-14)..... Y / N
5. Mooring shackle/swivel. (**If on ships AEL**) (NSTM 581-6.2.5/6.2.7 and NAVSHIPS DWG 803-921734)..... Y / N
6. Clear hawse pendant. (**If on ships AEL**) (NSTM 581-6.2.10) and NAVSHIPS DWG 803-668185)..... Y / N
7. Dip rope. (**If on ships AEL**) (NSTM 581-6.2.11 and NAVSEA DWG 803-6397319)..... Y / N
8. Anchor buoy. NAVEDTRA 10101 3/89 BM VOL. 1)..... Y / N

B. Was the outboard swivel shot made up IAW SHIPS PLANS? (NSTM 581-6.2.7) Does swivel rotate? (NSTM 581-6.2.8) Y / N

C. Was the anchor windlass operational and did the brake support the weight of the anchor? (NSTM 581-2.4.3.1). Y / N

D. Were the following placards posted? (OPNAVINST 5100.19C VOL. II)

1. Safety and operating instructions for anchor windlass.(chap 6)..... Y / N
2. Safety precautions for ground tackle. (PG. C6-3). Y / N
3. Safety precautions for towing and being towed. (PG. C6-4)..... Y / N

SUBSECTION III-2: GROUND TACKLE/MOORING

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- E. Was the lead line properly made up?  
(NSTM 581-2.6.2 FIG 2-3)..... Y / N
- F. Were tattletales installed on mooring lines? (NSTM  
582-3.1.3.1 FIG 582-21, OPNAVINST 5100.19C VOL. II,  
C 5-4 PAR D, NSTM 613 2.13.3.1)..... Y / N
- G. Were mooring line stoppers in proper condition and  
available where needed? (NSTM 613-2.14.9)..... Y / N

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Assessor(S): \_\_\_\_\_

DATE: \_\_\_\_\_

AFLOAT SELF-ASSESSMENT CHECKSHEETS

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SECTION III SEAMANSHIP

SUBSECTION III-3 ABANDONSHIP/LIFESAVING EQUIPMENT

- REFERENCES: (a) OPNAVINST 3120.32C  
(b) OPNAVINST 5100.19C  
(c) NSTM 583  
(d) NSTM 077  
(e) APL/PMS
- A. Maintain a master life raft and boat personnel assignment list? (OPNAVINST 3120.32C PG. 6-232 PAR 7)..... Y / N
- B. Were liferafts secured properly (NSTM 583 13.9.1, AEL/PMS)..... Y / N
- C. Were launching liferaft instructions posted in the vicinity of the rafts? (OPNAVINST 3120.32C PG. 6-232 PAR 8)..... Y / N
- D. Was a diagram to this bill listing capacities and locations of life rafts, boats and abandon ship stations? (OPNAVINST 3120.32C PG. 6-232 PAR 7)..... Y / N
- E. Were abandon ship procedures posted at each station? (OPNAVINST 5100.19C CHAP 17 ENCL 1)..... Y / N
- F. Were CO2 and KAPOC or AIULP lifejackets/\*\* survival suits outfitted properly and sufficient in number for ship's crew? (NSTM 077, AEL/PMS)..... Y / N

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Assessor(S):\_\_\_\_\_

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## AFLOAT SELF-ASSESSMENT CHECKSHEETS

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## SECTION III SEAMANSHIP

## SUBSECTION III-4 REPLENISHMENT/UNREP

REFERENCES: (a) NWP-4-01.4  
 (b) NSTM 634  
 (c) OPNAVINST 5100.19C VOL. 2  
 (d) NAVSEA 0918-000-2010  
 (e) NAVSEA 0905-LP-487-2010  
 (f) NAVSHIPS 3550-4.4.1

**REPLENISHMENT AT SEA STATIONS WILL BE RIGGED IAW SHIPS PLANS WITH ALL REQUIRED EQUIPMENT ON STATION AND MADE UP IAW NWP-4-01.4) AS FOLLOWS. ALL REFERENCES ARE TAKEN FROM NWP-4-01.4 UNLESS LISTED OTHERWISE.**

- A. Were the B/B PHONE & DISTANCE LINE properly made up and functional? (NWP-4-01.4 2.3.6)..... Y / N
1. A minimum of 350' of 1 1/2" circ, 3 strand, light weight polypropylene line. Each strand of line has one wire interwoven therein..... Y / N
  2. Jack or jack box at each end marked PRI/SEC..... Y / N
  3. 8" X 10" Tags with 5" numerals attached 0' to 300' spaced apart 20'..... Y / N
  4. Two 6' tail lines of 3/4 nylon. One near jack box and one at zero flag..... Y / N
  5. Ring attached at both ends..... Y / N
  6. 200' Of 3/4" nylon or 6 thread manila spliced to the 0' end with a ring and a 5" X 6" TAG **LABELED B/B PHONE LINE**..... Y / N
  7. 200' leadline messenger of 3/4" nylon with steel snap hooks at each end..... Y / N
  8. Were blue and red chemical lights available?..... Y / N
- B. Were the following items used with THE SYNTHETIC HIGHLINE (RECEIVE AND DELIVER) onboard and in good condition?
1. Was a satisfactory night lighting system (YELLOW) installed. (NWP 4-01.4E 2.5.4.3)..... Y / N
  2. Were all attachment points and major rig fittings painted white? (NWP 4-01.4 2.5.1)..... Y / N

## SUBSECTION III-4: REPLENISHMENT/UNREP

3. Was the full allowance of portable lighting equipment onboard and in good condition? (NIGHT STATION MARKER BOXES, CHEMICAL LIGHTS, COLORED WANDS, DECK EDGE OBSTRUCTION LIGHTS, ETC) (NWP 4-01.4 2.5.4.1, 2.5.4.2)..... Y / N
4. Were the required number and type of day station markers onboard? NWP 4-01.4 2.4.5.2 FIG. 2-16)... Y / N
5. Was the STA/STA phone line properly made up and functional and a 5" X 6" tag **LABELED STA/STA PHONE LINE** (NWP 4-01.4 2.3.7 FIG. 2-13)..... Y / N
  - a. A minimum of 350' of 1/2" circ, 3 strand, light weight, polypropylene line. Each strand has one wire interwoven therein..... Y / N
  - b. Jack or jackbox at each end marked PRI/SEC... Y / N
  - c. A 6' tail line of 3/4" nylon attached to the inboard end..... Y / N
  - d. 200' Of 3/4" nylon with a steel snap hook to the outboard end. **LABELED STA/STA**..... Y / N
6. Was the full allowance of working tools onboard? (**A COMPLETE SET FOR EACH STATION THAT CAN BE WORKED SIMULTANEOUSLY**). (NWP 4-01.4 2.3.9 FIG. 2-14).... Y / N
7. Signal paddles. (NWP 4-01.4E 2.4.5.3)..... Y / N
8. Color coded safety helmets with chin straps. (NWP 4-01.4 2.10.2 FIG 2-23)..... Y / N
9. Bolos properly made up, two per station. (NWP 4-01.4 2.3.4.1)..... Y / N
10. Green kevlar phone talker helmets. (NWP 4-01.4 2.10.2 FIG. 2-23)..... Y / N
11. Shot line bag.(NWP 4-01.4 2.3.4.3/FIG 2-7)..... Y / N
12. Was station rigged properly? (SHIPS PLANS)..... Y / N
13. Deck area non-skid. (NWP 4-01.4 2.10.1, PAR 13).. Y / N
  - a. Painted over. (NSTM 634 3.30.12.8)..... Y / N
  - b. Missing or deteriorated to point where personnel/equipment safety may be jeopardized due to paint or other factors..... Y / N



## SUBSECTION III-4: REPLENISHMENT/UNREP

- 
14. Temporary lifeline with 5" X 6" tag. (2 1/4" (57.2mm) 3 strand nylon or polyester) (NWP 4-01.4 2.10.1 PAR. 14)..... Y / N
  15. Lifering with float light and mounted. (NWP 4-01.4 2.10.1 PAR. 2)..... Y / N
  16. Appropriate fire fighting equipment for immediate use. (NWP 4-01.4 6.5.1) (AMMUNITION ONLY)..... Y / N
  17. HIGHLINE: Synthetic - At least 350' Of 4" double braid polyester with a synthetic line thimble (NEWCO TYPE) and a 1" safety anchor shackle. (NWP 4-01.4 8.2.1)..... Y / N
  18. OUTHAUL: Synthetic - At least 534' of 3" circ and 200' of 1 1/2" circ plaited polyester line with a 7/8" or 3/4" safety anchor shackle dipped through an eye splice in the larger end. (NWP 4-01.4 8.2.3 FIG. 2.9)(WITH A 5" X 6" TAG)..... Y / N
  19. INHAUL: Synthetic - At least 350' of 3" plaited polyester line with a 7/8" or 3/4" safety anchor shackle dipped through an eye splice. (NWP 4-01.4 8.2.2)..... Y / N
  20. Required number of 10" and 12" blocks. (NWP 4-01.4 PG. 8-8, FIG 8-4, SHIPS PLANS)..... Y / N
  21. Personnel transfer trolley block and flotation. (NWP 4-01.4 FIG 8-2, 8-3)..... Y / N
  22. Personnel transfer at sea chair (NWP 4-01.4 8.2.4 FIG. 8-2)..... Y / N
    - a. 1/2" link and jaw swivel with a 1/2" bolt 2 1/2" long with a flat cres washer and nut, drill treaded end of bolt for steel cotter pin 2" long and 5/8" safety anchor shackle. (NWP 4-01.4 PG. 8.3)..... Y / N
    - b. 1/2" X 2' wire rope preventer with a 5/8" safety anchor shackle in each end..... Y / N
  23. Transfer at sea litter. (NWP 4-01.4 8.2.4 FIG. 8-3)..... Y / N
  24. Were sufficient lifejackets available to equip all personnel on station? (NWP 4-01.4 2.10.2).  
(HAVE ALL LIFEJACKETS LAID OUT AT HIGHLINE STATION FOR ALL PERSONNEL ASSIGNED)..... Y / N

SUBSECTION III-4: REPLENISHMENT/UNREP

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25. Was test data available for unrep fittings and  
rigs. (WEIGHT TEST LOG OR LABEL PLATES)  
(NWP 4-01.4 2.6 PAR. 4)..... Y / N

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Assessor(S): \_\_\_\_\_

DATE: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

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## SECTION III SEAMANSHIP

## SUBSECTION III-5 ASTERN REFUELING

REFERENCES: (a) NWP 4-01.4  
 (b) NSTM 634  
 (c) OPNAVINST 5100.19C  
 (d) SHIPS PLANS

ASTERN REFUELING STATIONS WILL BE RIGGED IAW SHIPS PLANS WITH ALL REQUIRED EQUIPMENT ON STATION AND MADE UP IAW REF: (A). ALL REFERENCES ARE TAKEN FROM REF: (A) UNLESS LISTED OTHERWISE.

- A. Was the following items of equipment associated \*\* with astern refueling (RECEIVING) onboard, in good condition, and rigged IAW ships plans? (NWP 4-01.4 3-62 THUR 3-76)
1. Was a satisfactory night lighting system (yellow) installed. (NWP 4-01.4 2.5.4.3)..... Y / N
  2. Were all attachment points and major rig fittings painted white. (NWP 4-01.4 2.5.1/PARA. 5)..... Y / N
  3. Was the full allowance of portable lighting equipment onboard and in good condition? (night station marker boxes, chemical lights, colored wands, obstruction lights, etc.)..... Y / N
  4. Signal paddles. (NWP 4-01.4 2.4.5.3.)..... Y / N
  5. Color coded safety helmets with chin straps. (NWP 4-01.4 2.10.2/FIG. 2-23)..... Y / N
  6. Green kevlar phone talker helmets. (NWP 4-01.4 2.10.2/FIG.2-23)..... Y / N
  7. Was the station rigged properly? (SHIPS PLANS)... Y / N
  8. Deck area non-skid. (NWP 4-01.4 2.10.1/PARA. 13)
    - a. Painted over. (NSTM 634)..... Y / N
    - b. Missing or deteriorated to the point where personnel/equipment safety may be jeopardized, whether due to paint or other factors..... Y / N
  9. Appropriate chafing gear for astern refueling. (NWP 4-01.4 3.26.3 PARA. 11)..... Y / N

# SUBSECTION III-5: ASTERN REFUELING

10. Was the full allowance of working tools onboard.. Y / N
11. Lifering with float light at each station.  
(NWP 4-01.4 2.10.1/PARA. 9)..... Y / N
12. Appropriate fire fighting equipment ready for  
immediate use. (NWP 4-01.4 6.5.1)..... Y / N
13. Check off list. (**CUSTOMIZED FOR THE STATION**)  
(NWP 4-01.4 3.6.3)..... Y / N
14. Safety and operating precautions for deck winches  
and associated equipment. (NWP 4-01.4 6.5.2)..... Y / N
15. Were drip pans, rags/speedy dry available for  
controlling oil spillage? (OPNAVINST 5100.19C)... Y / N
16. 1 1/2" wire rope pendent with pelican hook.  
(NOT REQUIRED FOR SHIPS WITH PADEYE).  
(NWP 4-01.4 3.27.3 FIG. 3-54)..... Y / N
17. 2 1/2" jumper hose. (NWP-4-01.4 3.27.3)..... Y / N
18. 2 1/2" quick release coupling. (NWP 4-01.4 3.27.3)Y / N
19. One fire axe. (NWP 4-01.4 3.27.3)..... Y / N
20. Two grappling hooks. (NWP 4-01.4 3.27.3)..... Y / N
21. One sledge hammer. (NWP 4-01.4 3.27.3)..... Y / N

REMARKS \_\_\_\_\_

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Assessor(S) : \_\_\_\_\_

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## AFLOAT SELF-ASSESSMENT CHECKSHEETS

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## SECTION III SEAMANSHIP

## SUBSECTION III-6: TOWING AND RELATED EQUIPMENT

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REFERENCES: (a) OPNAVINST 3120.32  
 (b) NSTM 613  
 (c) NSTM 582  
 (d) OPNAVINST 5100.19C  
 (e) GENSPECS 095-582

A. Was the following equipment used for emergency towing onboard and in good condition?

1. Towing hawser.(SHIPS AEL)

Type:\_\_\_\_\_Size:\_\_\_\_\_Length:\_\_\_\_\_

2. Proper thimble(s) and properly made up?  
 (NSTM 613)..... Y / N

3. NATO towing link. (IF ON SHIPS AEL) (NSTM 582 8.1.7,  
 FIG. 582-54 NAVSEA DWG 803-5959315)..... Y / N

4. Were tattletales installed? (NSTM 613/2.13.3,  
 OPNAVINST 5100.19C)..... Y / N

5. Towing messenger 900' long composed of 300' of 1 1/2" circumference synthetic line and 600' of 3" (for 10" or larger hawser use 4" vice 3") synthetic line with a 5"X 6" canvas tag. (NSTM 582-7.1.1.1 PAR. 6)..... Y / N

Type:\_\_\_\_\_Size:\_\_\_\_\_Length:\_\_\_\_\_

Type:\_\_\_\_\_Size:\_\_\_\_\_Length:\_\_\_\_\_

6. Were two 6 or 9 thread lead line messengers rigged with 5"X 6" canvas tag and 1 coil (600') 6 thread on fantail for third messenger. (OPNAVINST 3120.32, PG. 6-214, NSTM 582-7.1.1.1 PARA. 7)..... Y / N

7. Was the full allowance of applicable towing equipment onboard and in good condition? (SHIPS AEL, NSTM 582 TABLE 8, SHIPS TOWING PLAN AND SHIPS TOWING BILL)

a. Pelican hook..... Y / N

b. Chafing chain or Polyurethane Coating..... Y / N

c. De-shackling kit..... Y / N

d. 3/4" Cross deck pendant with chopping block  
 and 21 thread stops..... Y / N

# SUBSECTION III-6: TOWING AND RELATED EQUIPMENT

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- e. Sledge hammer..... Y / N
- f. Fire axe..... Y / N
- g. Retrieving line..... Y / N
- 8. Was test data available for the towing  
bitt/padeye..... Y / N

**NOTE: FIRST SHIP OF THE CLASS IS REQUIRED TO SHOW DATA FOR  
PULL TEST. OTHERS REQUIRE NON-DESTRUCTIVE TEST EXAMINATION,  
WITH RESULTS KEPT IN WEIGHT (TEST LOG). (GENSPECS 095-582)**

REMARKS\_\_\_\_\_

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Assessor(S): \_\_\_\_\_

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## AFLOAT SELF-ASSESSMENT CHECKSHEETS

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## SECTION III SEAMANSHIP

## SUBSECTION III-7: MISCELLANEOUS

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REFERENCES: (a) COMNAVSURFLANTINST/COMNAVSURFPACINST 3502 2A  
 (b) NAVSHIPS DWG 804-5000900 REV. B  
 (c) GENSPECS  
 (d) NSTM 077

1. Was the seamanship training team established and functioning? (COMNAVSURFLANTINST/COMNAVSURFPACINST 3502.2A)..... Y / N
2. Was the pilot boarding ladder and associated equipment on board, in good condition and rigged properly at designated access point?  
 (NAVSHIPS DWG 804-5000900 REV B)
  - a. Pilot ladder..... Y / N
  - b. Man-ropes 2 1/2" plaited or nylon..... Y / N
  - c. Safety line 2 1/2" nylon with snap hook..... Y / N
  - d. Sea painter 2 1/2" nylon..... Y / N
  - e. Heaving line 100' of 3/8" floating poly line  
 with a soft international orange vinyl ball.. Y / N
  - f. Lifering with float light and mounted..... Y / N
  - g. Two fenders..... Y / N

**NOTE: IF THE DISTANCE FROM A ATTACHMENT POINT TO THE WATER LINE IS LESS THAN 5 FEET OR GREATER THAN 30 FEET, PILOT LADDER IS NOT REQUIRED.**

3. Were all lifelines installed.  
 (IAW GENSPECS SECTION 612)..... Y / N
4. Were all liferings with reflective tape and float light in good condition?  
 (NSTM 077/2.4.3/FIG 077-2-20 PG.2-33)..... Y / N

SUBSECTION III-7: MISCELLANEOUS

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Assessor(S) : \_\_\_\_\_

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## AFLOAT SELF-ASSESSMENT CHECKSHEETS

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## SECTION IV VISUAL SIGNALS

SUBSECTION IV-1 REQUIRED REFERENCES

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**NOTE: THE FOLLOWING PUBLICATIONS AND INSTRUCTIONS ARE  
RECOMMENDED FOR REVIEW PRIOR TO COMMENCEMENT OF ASSESSMENT.**

## A. OPNAVINST'S

1. 3120.32 NAVY SORM
2. 5100.19 OCCUPATIONAL HEALTH & SAFETY MANUAL
3. 5510.1 PERSONNEL SECURITY PROGRAM REQUIREMENTS
4. 5711.96 INCSEA AGREEMENT
5. 3500.34 PQS PROGRAM

## B. PUBLICATIONS

1. NTP-4 (EE) FLEET COMMUNICATIONS
2. NWP-4-01.4 (EE) UNDERWAY REPLENISHMENT
3. NWP-6-01 (EE) BASIC OPERATIONAL COMMUNICATIONS DOCTRINE
4. FXP-3 (EE)

## C. CINCLANTFLT OPORD 2000 ANNEX KILO

## D. COMNAVSURFLANTINST'S / OPORDS

1. OPORD 2000
2. 3500.2 SURFACE FORCE TRAINING MANUEL

## E. COMTRALANT OPORD 2000

## F. COMFLETRAGRU OPORD 2000 ANNEX KILO

## G. MISCELLANEOUS

1. NAVEDTRA 10061 SERIES (PQS MANAGERS GUIDE)
2. NAVEDTRA 43354B (VISUAL COMMUNICATIONS PQS)
3. NAVSEA S0986-N2-STM-010 / CH-422 R2 (NAVIGATION AND SIGNAL LIGHTS)
4. NAVSHIP 0967-376-2020 (AN/KAS-1 / 1A)
5. COMMAND EDVR
6. COMMAND SORM
7. COSAL

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

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## SECTION IV VISUAL SIGNALS

## SUBSECTION IV-2 PREREQUISITE INDIVIDUAL/TEAM TRAINING

**NOTE: PRIOR TO COMMENCEMENT OF ISIC ASSESSMENT THE CREW MUST BE SUFFICIENTLY TRAINED ON AN INDIVIDUAL BASIS TO BENEFIT FROM TSTA TRAINING. CNSL 3500.2 ESTABLISHES GUIDELINES FOR MINIMUM PREREQUISITES FOR COMMENCEMENT OF TSTA. THIS REQUIREMENT ESTABLISHES A BASELINE FOR TSTA VISUAL COMMUNICATIONS EXERCISES.**

- A. WAS A SM ASSIGNED TO CSTT AND STT? ..... Y / N
1. WERE SM's INCORPORATED INTO CSTT AND STT SCENARIOS? . Y / N
- B. WAS PQS ESTABLISHED AND FUNCTIONING FOR THOSE WATCHSTATIONS AND SYSTEMS FOR WHICH PQS DOCUMENTATION HAS BEEN RECEIVED? ..... Y / N
- C. WAS A CURRENT LIST OF PQS QUALIFIERS SIGNED BY THE CO AVAILABLE IN THE WORK CENTER?..... Y / N
- D. WERE COPIES OF WATCH STATION QUAL COMPLETIONS ENTERED IN THE INDIVIDUALS TRAINING RECORD OR IN COMPASS? ..... Y / N
- E. IS THE NAVIGATION / SIGNAL DIVISION TRAINING PROGRAM ESTABLISHED AND FUNCTIONING TO INCLUDE THE FOLLOWING?
1. WRITTEN LESSON PLANS ..... Y / N
2. SCHEDULE OF TRAINING
- a. SAFETY ..... Y / N
- b. SECURITY ..... Y / N
- c. VISUAL MESSAGE FORMAT..... Y / N
- d. SIGNAL FLAGS ..... Y / N
- e. FLAGHOIST (ALLIED/INTERNATIONAL) ..... Y / N
- f. FLAGHOIST DRILLS ..... Y / N
- g. CALL SIGNS ..... Y / N
- h. FLASHING LIGHT (ALLIED/INTERNATIONAL) ..... Y / N
- i. FLASHING LIGHT DRILLS..... Y / N
- j. SEMAPHORE ..... Y / N
- k. SEMAPHORE DRILLS ..... Y / N
- l. INPORT DUTIES ..... Y / N
- m. LOG AND FILES ..... Y / N

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 SUBSECTION IV-2 PREREQUISITE INDIVIDUAL/TEAM TRAINING
 

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n. NAVIGATION ..... Y / N  
 o. PYROTECHNICS ..... Y / N  
 p. HONORS AND CEREMONIES..... Y / N  
 q. PRINCIPLE RULES FOR MANUVERING ..... Y / N  
 r. OPTICAL INSTRUMENTS ..... Y / N  
 s. 12" SIGNAL SEARCHLIGHT..... Y / N  
 t. MULTIPURPOSE LIGHT ..... Y / N  
 u. YARDARM BLINKER/INFRARED BEACON ..... Y / N  
 v. INFRARED RECEIVER (APPLICABLE DEVICE) ..... Y / N  
 w. CHEMICAL WARFARE DETECTION DEVICE ..... Y / N  
 x. NIGHT OBSERVATION DEVICES ..... Y / N

F. IS THE TACTICAL SIGNALS OFFICER ASSIGNED AND INCLUDED  
 IN THE TRAINING PROGRAM? ..... Y / N

G. WERE PROGRESS CHARTS/ADP RECORDS UP TO DATE AND  
 PROPERLY MAINTAINED? ..... Y / N

REMARKS \_\_\_\_\_

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Assessor(S) : \_\_\_\_\_

DATE: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION IV VISUAL SIGNALS

## SUBSECTION IV-3 DIVISIONAL ORGANIZATION/RECORDS

A. WAS A WATCH, QUARTER, AND STATION BILL POSTED IN THE  
WORKCENTER ..... Y / N

B. PUBLICATIONS/REFERENCE MATERIAL

**NOTE: WERE THE FOLLOWING PUBLICATIONS READILY AVAILABLE TO THE  
SIGNAL PERSONNEL AND UP-TO-DATE? (DOCUMENT EACH PUB AS SAT OR  
UNSAT IF NOT READILY AVAILABLE OR UP-TO-DATE.)**

1. ATP 1 VOL II (EE) ..... Y / N
2. ATP 2 VOL II (EE) ..... Y / N
3. ACP 130 (EE) ..... Y / N
4. ACP 150 (EE) ..... Y / N
5. NTP 4 (EE) ..... Y / N
6. NTP 13 (EE) ..... Y / N
7. ACP 100 (EE) ..... Y / N
8. ACP 100 US-SUPP-1 (EE) ..... Y / N
9. ACP 100 NATO-SUPP-1 (EE) ..... Y / N
10. ACP 113 (EE) ..... Y / N
11. ACP 131 (EE) ..... Y / N
12. ACP 131 US-SUPP (EE) ..... Y / N
13. PUB 102 (EE) ..... Y / N

C. WERE THE FOLLOWING INSTRUCTIONS/TECHNICAL MANUALS READILY  
AVAILABLE TO SIGNAL PERSONNEL?

1. OPNAVINST 5711.96 (EE) ..... Y / N
2. OPNAVINST 5510.1 (EE) ..... Y / N
3. OPNAVINST 5100.19 (EE) ..... Y / N
4. COMDTINST M16672.2 (EE) ..... Y / N

D. WERE THERE A STANDARD OPERATING PROCEDURES (SOP)/  
STANDING ORDERS FOR VISUAL COMMUNICATIONS? ..... Y / N

1. WERE SUPERVISORY PERSONNEL FAMILIAR WITH THE SOP? . Y / N

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 SUBSECTION IV-3 DIVISIONAL ORGANIZATION/RECORDS
 

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2. HAS THE CURRENT SOP BEEN READ AND ACKNOWLEDGED BY SIGNATURES? ..... Y / N
3. DID THE SOP CONTAIN GUIDELINES FOR THE FOLLOWING:
  - a. LOCATION OF ALL SIGNALING EQUIPMENT INCLUDING EMERGENCY EQUIPMENT?..... Y / N
  - b. PROCEDURES FOR INCOMING MESSAGE TRAFFIC TO INCLUDE ROUTING ..... Y / N
  - c. PROCEDURES FOR OUTGOING TRAFFIC ..... Y / N
  - d. CURRENT LIST OF ALL OFFICER AUTHORIZED TO RELEASE VISUAL MESSAGES?..... Y / N
  - e. PROCEDURES FOR ROUTING AND FILING OF CLASSIFIED MESSAGES? ..... Y / N
  - f. MANNER AND METHOD OF REPORTING IN WRITING, EQUIPMENT CASUALTIES?..... Y / N
  - g. PUBLICATION/EQUIPMENT/LOG ACCOUNTABILITY? ..... Y / N
4. DID THE SOP DEFINE THE RESPONSIBILITIES OF THE FOLLOWING PERSONNEL:
  - a. THE SIGNALMAN SUPERVISOR? ..... Y / N
  - b. SIGNAL WATCH STANDERS?..... Y / N
  - c. PUBLICATIONS CORRECTION P.O..... Y / N
  - d. TRAINING PETTY OFFICER?..... Y / N
5. IS A VISUAL DRILL LOG UTILIZED FOR TRAINING? ..... Y / N
6. WAS THERE A SEPERATE STATION FILE FOR DRILL MESSAGES BEING MAINTAINED?..... Y / N
- E. WERE SAFETY PRECAUTIONS AND FIRST AID FOR ELECTRICAL SHOCK VICTIMS POSTED? ..... Y / N
- F. WAS THERE A COPY OF SAFETY PRECAUTIONS AND PROCEDURES FOR OPERATING, HANDLING, AND STOWAGE OF PYROTECHNICS CONSPICUOUSLY POSTED ON THE SIGNAL BRIDGE? ..... Y / N
- G. WERE APPLICABLE SAFETY AND OPERATING INSTRUCTIONS POSTED ON OR NEAR ASSOCIATED EQUIPMENT? ..... Y / N
- H. WERE SPACES CLEAR OF ALL MISSILE, FIRE, PERSONNEL AND ELECTRO/MECHANICAL HAZARDS?..... Y / N

SUBSECTION IV-3 DIVISIONAL ORGANIZATION/RECORDS

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REMARKS \_\_\_\_\_

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Assessor(S) : \_\_\_\_\_

DATE : \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION IV VISUAL SIGNALS

## SUBSECTION IV-4 EQUIPMENT/MATERIAL STATUS

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- A. IS THERE SUFFICIENT EQUIPMENT AVAILABLE IN SATISFACTORY  
CONDITION TO CONDUCT REQUIRED TRAINING DURING TSTA I & TSTA  
II PERIODS AND MAINTAIN EFFECTIVE VISUAL COMMUNICATIONS? Y / N
1. BALL DAY SHAPE (3) BLACK ..... Y / N
  2. DIAMOND DAY SHAPE (2) BLACK ..... Y / N
  3. HALYARDS SPLICED AND WHIPPED, TO INCLUDE EFFECTIVE  
BLOCKS, RINGS, AND SNAPS. (PORT AND STBD 3 PER SIDE,  
4 FOR FLAGSHIPS) ..... Y / N
  4. EFFECTIVE RETIEVERS ..... Y / N
  5. H-HOODS (NO LESS THAN TWO) ..... Y / N
  6. NIGHT VISION GOGGLES (COSAL) ..... Y / N
  7. AN/SAT-2, 2A, 2B (TEST OPERATE) ..... Y / N
  8. AN/KAS-1, 1A (CWDD) (COSAL) (TEST OPERATE) ..... Y / N
    - a. ARE MAINTENANCE KITS ADEQUATELY STOCKED? ..... Y / N
  9. YARDARM BLINKERS (TEST OPERATE) ..... Y / N
  10. 12" SIGNAL SEARCHLIGHT (COSAL) (TEST OPERATE) ..... Y / N
    - a. SAFETY TAGS ATTACHED AND CURRENT? ..... Y / N
    - b. DOES INTERNAL WIRING HAVE HEAT SHIELDING  
INSTALLED? ..... Y / N
  11. SCREENING HOODS (ONE PER SEARCHLIGHT) ..... Y / N
    - a. ARE LIGHT LEAKS VISIBLE WHEN SCREENING HOODS  
ARE ATTACHED? ..... Y / N
    - b. AMBER AND RED FILTERS (ONE PER HOOD) ..... Y / N
    - c. REDUCER DIAPHRAMS (TWO PER SHIP) ..... Y / N
  12. MULTI-PURPOSE LIGHTS (COSAL) (TEST OPERATE) ..... Y / N
  13. FLAGBAGS FULL AND DOUBLE BANKED ..... Y / N
    - a. SPARE SIGNAL FLAGS (COSAL) ..... Y / N
  14. SEMAPHORE FLAGS (TWO SETS) ..... Y / N
  15. SIGNAL WANDS (TWO SETS) ..... Y / N

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 SUBSECTION IV-4 EQUIPMENT/MATERIAL STATUS
 

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16. SHIPS BINOCULARS (COSAL) ..... Y / N
17. HAND HELD BINOCULARS (7x50 OR 10x50) ..... Y / N
- a. ARE AN/PVS-16 GYRO STABILIZED BINOCULARS  
       ASSIGNED TO SIGNAL BRIDGE? ..... Y / N
18. PYROTECHNIC PENCIL FLARES WITH SUITABLE CARTRIDGES  
 (MK 135) (AT SEA ONLY) ..... Y / N
19. IS THE FOLLOWING BATTLE DRESS AVAILABLE IN THE  
 WORKCENTER FOR SIGNAL PERSONNEL:
- a. BATTLE HELMETS ..... Y / N
- b. MCU-2P (WITH M252) ..... Y / N
- c. LIFE JACKETS ..... Y / N
- d. FLASH GEAR ..... Y / N
- e. FLAK JACKETS ..... Y / N

 REMARKS \_\_\_\_\_
   
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Assessor(S) : \_\_\_\_\_

DATE : \_\_\_\_\_



## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION V DAMAGE CONTROL

SUBSECTION V-1 PREPARATIONS

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A. Ships will receive the Afloat Self-Assessment Checksheets at least 30 days prior to the Assessment. It is imperative that the ship's force conducts a comprehensive evaluation of the damage control organization using the enclosed checklists.

**NOTE: IT IS THE RESPONSIBILITY OF THE SHIP TO REPRODUCE CHECKLISTS AS REQUIRED FOR ITEMS OF MULTIPLE QUANTITY. (I.E. REPAIR LOCKERS, PORTABLE PUMPS, OBAS, FIRE STATIONS, ETC.)**

B. At the commencement of the assessment, the Damage Control Officer or Damage Control Assistant will provide Afloat Training Group (ATG) representatives with the completed Afloat Self-Assessment Checksheets. Selected items will be chosen for a spot-check.

1. The following preparations will be completed at least one day prior to commencing the assessment as scheduled.
  - a. Ensure the Afloat Self-Assessment Checksheets are compiled and ready for turnover to the ATG Senior Damage Control representative.
  - b. Have available:
    - 1) A copy of all damage control team organizations, PQS charts or computer print out, and service records for review of damage control qualifications.
    - 2) Records of training and training plans for DCTT, GFE programs and OBA, Egress and EEBD.
    - 3) All administrative items required in DC central and repair lockers.
    - 4) An updated inventory annotated on the ship's AEL for each repair locker and the rescue and assistance chest.
    - 5) A current copy of the ships CBR bill for review.

SUBSECTION V-1 PREPARATIONS

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- c. Set up the primary CCA/Decon station for a chemical attack and the secondary CCA/Decon station for a nuclear attack.
  - d. Set up electrical submersible pumps (random evaluation) for MIP 6641/006 A-11 inspect and test electrical submersible pump.
  - e. Set up P-100 pumps (random evaluation) for; 1. Test operate pump, 2. Test low-pressure switch. (if applicable)
  - f. Lay out damage control kits in repair lockers to facilitate a rapid and systematic assessment.
2. The objective of the Assessment is to make a performance based line of a unit's readiness in the Damage Control mission area. The ship will be observed in DCTT'S ability to brief, impose, conduct, and evaluate repair locker and inport emergency team parties in their proficiency during a Condition One Exercise (CON-1-EX) and inport drill scenarios to include (but not limiting to) the following:
- a. Inport alpha or bravo fire in a non-main space compartment.
  - b. DCTT'S ability to conduct EEBD/EGRESS training will be assessed.
  - c. DCTT'S ability to check material condition of readiness.



## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION V DAMAGE CONTROL

## SUBSECTION V-2 TRAINING MATERIAL

- A. Ships undergoing a Limited Team Training (LTT) are required to expend OBA canisters, charge F/F hose's, conduct actual pipe patches on mock ups, cut wooden shoring, do actual plugging and use CBR training kits.
- B. Below is a list of expendable items with stock number and the quantity needed for damage control training. These items should be above the allowance required onboard to replenish after each drill session.

Y=YES N=NO

ITEM	STOCK NUMBER	AMOUNT		
Canister, Quick Starting	4240-00-174-1365	50		
1/8 in. rubber sheeting	5330-00-729-5103	10 square ft per locker		
Wedges, Various sizes	as per ship's AEL	Various 30 each		
Lumber, Construction (4"x4") (2"x4"s-cheap way to do shoring)	6110-00-663-4693	60 linear ft per locker		
Training Kit, M-256	6665-01-112-1644	10		
Trainer, Atropine Injector	6910-01194-0378	10		
Trainer, 2 PAM-CL	6910-01-194-2227	10		
2 PAM-CL Trainer, Cap Re-cocking	6910-01-193-5047	10		
Atropine Trainer, Tool Re-cocking	6910-01-193-5045	10		
EEBD, Trainers	4240-01-116-9889	3		
Ruptured Pipe Mock-up	ship manufactured	1 per locker		

SUBSECTION V-2 TRAINING MATERIAL

Plugs, Various sizes	as per ship's AEL	Various 3 ea. size per locker		
Smoke Machine	if available	2		

Y=YES N=NO

ITEM	STOCK NUMBER	AMOUNT		
Props for each imposition	ship manufacture	1 per locker		
Marlin	4020-00-240-2185	5lbs		
Oakum	5330-00-191-5679	5lbs		
Phosgene Gas Tubes	Expired only for training			
Retaining Strap	Velcro, wire ties, bungee cords, etc	for securing nozzles when f/f hoses are charged during training		

Remarks:

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Assessor(s): \_\_\_\_\_

Date: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION V DAMAGE CONTROL

## SUBSECTION V-3 TRAINING SUMMARY

SUBSECTIONS (Ship to fill out) ®	Effective	Partially Effective	Unsat
V-1 PREPARATIONS			
V-2 TRAINING MATERIAL			
V-3 SUMMARY			
V-4 DAMAGE CONTROL TRAINING / PQS			
V-5 DAMAGE CONTROL TRAINING PROGRAM			
V-6 OBA/ EEBD/ EGRESS TRAINING			
V-7 DC CENTRAL/BRIDGE PREPAREDNESS			
V-8 REPAIR LOCKER ORGANIZATION			
V-9 REPAIR LOCKER EQUIPAGE INVENTORY			
V-10 RESCUE AND ASSISTANCE CHEST			
V-11 CBR DEFENSE BILL			
V-12 CCA / DECONTAMINATION STATIONS			
V-13 OXYGEN BREATHING APPARATUS			
V-14 PORTABLE PUMPS			
V-15 PORTABLE FIRE EXTINGUISHERS			
V-16 FIRE STATIONS			
V-17 EMERG ESCAPE BREATHING DEVICES			
V-18 COMPARTMENT INSPECTION			
V-19 HALON FIRE EXTINGUISHING SYSTEMS			
V-20 INSTALLED CO2 SYSTEMS			
V-21 AFFF FIRE EXTINGUISHING SYSTEM			
V-22 RANGE GUARD FIRE EXTINGUISHING			

## SUBSECTION V-3 TRAINING SUMMARY

SUBSECTIONS (Ship to fill out) ®	Effective	Partially Effective	Unsat
V-23 SELF-CONTAINED BREATHING APPARATUS			
V-24 BALLASTING			
V-25 PORTABLE HYDRAULIC ACCESS AND RESCUE SYSTEM			
V-26 SUPPLIED AIR RESPIRATOR/SELF CONTAINED BREATHING APARATUS (RAS/PAS SYSTEM)			
V-27 HAZARDOUS MATERIAL			

## Guidelines for effectiveness:

- **EFFECTIVE:** Program is working correctly with few deficiencies and is administered by personnel completely familiar with their responsibilities.
- **PARTIALLY EFFECTIVE:** Program has some deficiencies but achieves the basic goals. Additional training is needed to achieve full effectiveness and efficiency. Specific deficiencies have been identified.
- **UNSATISFACTORY:** Program has serious deficiencies which prevent the program from serving its intended purpose; or has an accumulation of minor deficiencies which together severely impair effectiveness; or there is no functional program in practice. An immediate, intensive training effort is required for all personnel involved to enable the program to regain effectiveness. Close oversight by senior personnel is required.

## Remarks:

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SUBSECTION V-3 TRAINING SUMMARY

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Assessor(s) : \_\_\_\_\_

Date: \_\_\_\_\_



## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION V DAMAGE CONTROL

## SUBSECTION V-4 DAMAGE CONTROL TRAINING AND PQS

REFERENCES: (a) OPNAVINST 3120.32 (Series)  
 (b) OPNAVINST 3541.1  
 (c) CINCLANTFLTINST 3541.1  
 (d) COMNAVSURFLANT/PACINST 3541.1/4  
 (e) COMNAVSURFLANT/PACINST 3502.2 (Series)  
 (f) COMNAVSURFLANTINST 3540.18  
 (g) COMNAVSURFPACINST 3540.13  
 (h) NWP 3-20.31 (SERIES)  
 (i) NSTM 074 V3  
 (j) COMNAVSURFLANT MSG 182020ZAPR94  
 (k) COMNAVAIRLANTINST 3500.20

## A. STATUS OF PREREQUISITE FORMAL TRAINING:

**NOTE: REFER TO REFERENCE (E) FOR APPLICABLE NOTES AND APPLICABLE SHIP CLASSES.**

Y=YES N=NO

1.	Have all personnel in the damage control organization attended the required formal schools?		
COURSE	Required	Assigned	Completed
DCA (1) PER SHIP (A-4G-0020)			
REPAIR PARTY LDR (ALL REPAIR PARTY LEADERS (K-495-0040)			
SHIPBOARD DC TRAINING (K-495-0045)			
GAS FREE ENGINEER (K-495-0051)			
DC TEAM TRAINING (ALL DAMAGE CONTROL EMERGENCY TEAMS) (NOTE: 1)			

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SUBSECTION V-4 DAMAGE CONTROL TRAINING AND PQS

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Y=YES N=NO

COURSE	Required	Assigned	Completed
GEN FIRE FIGHTING (ALL HANDS J-495-0412 EVERY 6 YEARS)			
GENERAL FIRE FIGHTING WITH SCBA (A-495-0416) REPLACES J-495 0412 ON SCBA EQUIPPED SHIPS			
FIREFIGHTING TEAM TRAINING (ALL DAMAGE CONTROL EMERGENCY TEAMS) J-495-0418 (24 MONTHS/40% TURNOVER)			
FOAM GENERATING SYSTEM (K-495-2179			
ADV FIRE FIGHTING (ALL ON SCENE LEADERS) J-495-0419 OR EQUIVALENCY COURSES A-495-0040 & A-495-2055)			

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SUBSECTION V-4 DAMAGE CONTROL TRAINING AND PQS

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## B. STATUS OF PERSONNEL QUALIFICATION ACHIEVEMENTS:

- **NOTE: (1) A MINIMUM OF 60% OF PERSONNEL ASSIGNED TO TEAMS MUST BE GRADUATES OF THESE COURSES.**

Y=YES N=NO

1.	Have all hands on board longer than six months (three months for re-qual) qualified in general damage control PQS?		
# ASSIGNED	# COMPLETED	# IN PROGRESS	# DELINQUENT

2.	Have all inport emergency team members qualified in their positions?				
DUTY SEC	# ASSIGNED	# COMPLETED	# IN PROGRESS	# DELINQUENT	

3.	Have all rescue and assistance personnel qualified in their assigned position?					
DUTY SEC		# ASSIGNED	# COMPLETED	# IN PROGRESS	# DELINQUENT	

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SUBSECTION V-4 DAMAGE CONTROL TRAINING AND PQS

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Y=YES N=NO

4.	Have all at sea fire party members qualified in their assigned position?		
<b>COMPLETED</b>		<b>IN PROGRESS</b>	<b>DELINQUENT</b>

5.	Were the inport emergency teams, inport rescue and assistance detail and at sea fire party organized IAW NWP 3-20.31 and TYCOM directives and Supported by the ships' general emergency bill (SHIPS' INSTRUCTION 3120.32 Series)?		
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6.	Did the damage control organization consist of a rapid response team for each inport duty section and when underway (NON-CONDITION 1)?		
----	--	--	--

7.	Have all repair party leaders <u>AND</u> HT/DC <u>E-6 AND ABOVE</u> qualified in the repair party leader watchstation?		
----	--	--	--

8.	Have all repair party personnel qualified in their assigned position?				
<b>REPAIR LOCKER</b>	<b># ASSIGNED</b>	<b># COMPLETED</b>	<b># IN PROGRESS</b>	<b># DELINQUENT</b>	

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 SUBSECTION V-4 DAMAGE CONTROL TRAINING AND PQS
 

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Y=YES N=NO

9.	Is the integrated training team (ITT) established IAW COMNAVSURFLANT/PACINST 3502.2 Series/ COMNAVAIRLANTINST 3500.20		
10.	GAS FREE ENGINEER (GFE):		
	1. Is the GFE an E-7 or above?		
	2. Is the GFE a graduate of the formal GFE school?		
	3. Is the GFE designated in writing by the CO?		
11.	Gas Free Engineering Assistant (GFEA):		
	1. Are all GFEAs E-6 or above?		
	2. Are all GFEAs graduates of the formal GFE course?		
	3. Are all GFEAs designated in writing by the CO?		
12.	GAS FREE ENGINEER PETTY OFFICER (GFEPO):		
	1. Is there a qualified GFEPO in each duty section?		
	2. Are all GFEPOs an E-5 or above?		
	3. Are all GFEPOs graduates of the formal GFE course?		
	4. Are all GFEPOs PQS qualified?		

13.	GAS FREE ENGINEERING PROGRAM:		
	1. Does a program exist to train and qualify GFEA/GFEPO?		
	2. Does a program exist to annually evaluate the GFE program and rectify all GFE personnel?		

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Date: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION V DAMAGE CONTROL

## SUBSECTION V-5 DAMAGE CONTROL TRAINING TEAM PROGRAM

Ref: (a) COMNAVSURFLANTINST 3502.2 (Series)  
 (b) CINCLANTFLTINST 3541.1 (series)  
 (c) OPNAVINST 3120.32 (Series)  
 (d) NWP 3-20.31 (Series)  
 (e) COMNAVAIRLANTINST 3500.20

## OVERALL PROGRAM EFFECTIVENESS:

EFFECTIVE \_\_\_\_ PARTIALLY EFFECTIVE \_\_\_\_ NOT EFFECTIVE \_\_\_\_

## A. GUIDELINES FOR PROGRAM EFFECTIVENESS:

1. EFFECTIVE: Program is working correctly with few minor deficiencies and is administered by personnel completely familiar with their responsibilities.
2. PARTIALLY EFFECTIVE: Few significant deficiencies, but is meeting the basic goals of the program.
3. NOT EFFECTIVE: Program that has not been properly implemented: a program that has the appropriate directives published with shipboard infrastructure in place, but not correctly executed: or a program with numerous significant deficiencies with regards to execution.

## B. DCTT-ORGANIZATION

Y=YES N=NO

1.	Is a DCTT organized according to reference (b) through (d)?		
2.	Is the designated DCTT leader the XO (Ref: (d) para 3.2.3.2)		
3.	Is the medical officer / independent duty corpsman a member of the team?(Ref: (d) para 2.1.12)		
4.	Are DCTT members PQS qualified in the station they are training/evaluating? (Ref (Ref: (d) para3.2.) & (Ref: (c), Encl. 1, para 5)		
5.	Is the DCTT composed of sufficient numbers of personnel to monitor all aspects of the exercise and to act as safety observers? (Ref: (d) para 3.2.3.5)		

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SUBSECTION V-5 DAMAGE CONTROL TRAINING TEAM PROGRAM

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## C. DCTT TRAINING

Y=YES N=NO

1.	Is the DCTT training program established? (Ref: (d) para 3.2.3.3)		
2.	Are records of DC training being maintained and retained only for the current training cycle? (Reference (a), Chapter 3, Section 1, Para 3110)		
3.	Do the drill critique sheets emphasize negative comments by identifying deficiencies useful to fire party personnel and DCTT? (Best Practices or Recommendations)  a DRILL TITLE b DATE/TIME c LOCATION d WATCH / DUTY SECTION e SYMPTOMS / CAUSES f GENERAL DESCRIPTION g SAFETY CONSIDERATIONS h AUTHORIZED SIMULATIONS i PLANT CONDITIONS (WHEN APPLICABLE)		
4.	Are critique sheets for drills being forwarded for review up the chain of command to the CO?		



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SUBSECTION V-5 DAMAGE CONTROL TRAINING TEAM PROGRAM

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## D. DCTT-PERFORMANCE

Y=YES N=NO

1.	Does the DCTT conduct adequate drill briefs/ critiques?		
2.	Were developed drill scenarios/battle problems realistic and approved by the C.O.?		
3.	Were safety precautions for the drill discussed?		
4.	Was a safety walk through conducted for all affected spaces prior to commencing drills?		
5.	Were drill time lines discussed?		
6.	Were sufficient DCTT present to represent each station to be monitored and did they have their assignments?		
7.	Were all DCTT present at the set times, with all required materials for the drill or brief?		
8.	Do drill briefs include specific causes of casualty?		
9.	Are authorized simulations discussed at brief?		
10.	Are casualties imposed in a realistic manner?		
11.	Does the DCTT recognize unsafe conditions and act accordingly to prevent them from occurring?		
12.	Are equipment malfunctions reported at DCTT critiques?		
13.	Is the appropriate FXP or SURFTRAMAN bulletin being used to evaluate drills in accordance with the SURFACE FORCE TRAINING MANUAL (COMNAVSURFLANT/PACINST 3502.2/ COMNAVAIRLANTINST 3500.20)?		
14.	Were casualties/hits/damage imposed in a realistic manner?		

SUBSECTION V-5 DAMAGE CONTROL TRAINING TEAM PROGRAM

Y=YES N=NO

15.	Does the DCTT use an effective means of testing the DC teams knowledge (Q&A, explain actions)		
16.	Did the DCTT evaluate all aspects of the drill?		
17.	Did the DCTT debrief all emergency parties after drill?		
18.	Did the DCTT observe and record major deficiencies in the drill?		
19.	Were all (if any) safety violations discussed?		
20.	Were all lessons learned discussed?		
21.	Is DCTT familiar with all fire fighting actions?		

Remarks:

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Assessor (s) : \_\_\_\_\_

Date: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION V DAMAGE CONTROL

## SUBSECTION V-6 OBA, EEED, AND EGRESS

REFERENCES: (a) OPNAVINST 5100.19 (Series)  
 (b) CINCLANTFLTINST 3541.1  
 (c) NSTM 074 VOL 3 REV3

Y=YES N=NO

1.	Is semi-annual training in the use of oxygen breathing apparatus annotated on all divisional PQS charts or computer print out?		
DEPT.	ASSIGNED	COMPLETED	DELINQUENT

2.	Is semi-annual training in the use of the emergency escape-breathing device annotated on all Divisional PQS charts or computer print out?		
DEPT.	ASSIGNED	COMPLETED	DELINQUENT

3.	Is semi-annual training in egress annotated on all Divisional PQS charts or Computer print out?				
<b>DEPT.</b>		<b>ASSIGNED</b>	<b>COMPLETED</b>	<b>DELINQUENT</b>	

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Date: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

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## SECTION V DAMAGE CONTROL

## SUBSECTION V-7 DC CENTRAL/BRIDGE PREPAREDNESS

REFERENCES: (a) OPNAVINST 3120.32 (Series)  
 (b) COMNAVSURFLANT/PACINST 3541.1/.4  
 (c) COMNAVSURFLANTINST 3540.18  
 (d) COMNACSURFPACINST 3540.13  
 (e) GENERAL SPECIFICATIONS  
 (f) NWP 3-20.31  
 (g) NSTM 070  
 (h) NSTM 074 V3  
 (i) NSTM 079 V2  
 (j) NSTM 470  
 (k) PMS  
 (e) COMNAVAIRLANTINST 3500.20

NOTE: ANSWER ALL QUESTIONS. ALL NO ANSWERS REQUIRE A COMMENT IN THE REMARKS SECTION.

## A. DAMAGE CONTROL CENTRAL PREPAREDNESS:

Y=YES N=NO

1.	Is an up to date DC book available? (6 months grace period for ships recently out of overhaul)		
2.	Are changes to the master DC book properly entered?		
3.	Is a TYCOM Repair Party Manual available in DC Central with all applicable notebooks tailored to the ship and a letter of promulgation on file?		
4.	Is an order of succession for DC Central listed in the Repair Party Leaders Notebook?		
5.	Is a correct and up to date Master Compartment Check Off List (CCOL) maintained?		
6.	Does the DCA maintain a back-up disk if the CCOLs are computer generated?		
7.	Are the firemain gauges mounted, calibrated, and labeled?		

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SUBSECTION V-7 DC CENTRAL/BRIDGE PREPAREDNESS

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Y=YES N=NO

8.	Is a propulsion plant and vital auxiliary status board available? (Graphic display of main propulsion and auxiliary machinery readiness) <b>[not required where DCC and main control are centralized]</b>		
9.	Are all DC plates available as per the ship's DC book? (6 months grace period for ships recently out of overhaul)		
10.	Are the sub-division plates color-coded as required in NWP 3-20.31? (hazardous areas, i.e.: JP-5 & flame liq -pink, DCRS & DCC - yellow, decon sta -blue, CBRS strm -lt blue striped, med & dental -lt green striped, battle dress sta -lt green)		
11.	Are a sufficient amount of DC message blanks available? (Recommend 1000 for Limited Team Training during LTT)		
12.	Are there provisions for emergency communications to the repair locker?		
13.	Are there sound powered/IVCS phones available for each condition one phone talker?		
14.	Is their adequate emergency lighting provided? (Relay lanterns shall be hard mounted to bracket and properly aimed)		
15.	Is a current daily liquid load & sounding list in feet and inches available with the previous day's readings/date? (except sea water compensated vessels)		

## SUBSECTION V-7 DC CENTRAL/BRIDGE PREPAREDNESS

Y=YES N=NO

16.	<p>Are CBR deck plans available/complete, showing the following.</p> <p>a. Top view drawing to mark possible contaminated areas.</p> <p>b. Location of all battle dressing stations and decontamination stations.</p> <p>c. Routes from all decon stations to designated battle dressing stations and casualty collection stations.</p>		
17.	<p>Are the following nuclear plotting materials available?</p> <p>a. Log-log paper</p> <p>b. 1.2 Decay slope or overlays with a nomogram</p> <p>c. Internal survey sheets</p> <p>d. External survey sheets</p> <p>e. On station survey sheets</p> <p>f. Radiac equipment available and calibrated (IM-143, PP-4376, AN/PDR27, and ND AN/PDR-43/ AN/PDR-65 with remote detector installed on the mast.</p>		
18.	<p>Are the following Chemical survey forms available?</p> <p>a. Liquid agent monitoring survey forms</p> <p>b. Rapid external survey forms (liquid agent)</p> <p>c. Rapid external survey forms (vapor agent)</p> <p>d. Rapid internal survey forms</p>		

## SUBSECTION V-7 DC CENTRAL/BRIDGE PREPAREDNESS

Y=YES N=NO

19.	Is there a list of routes available for ready and deep shelter, combat systems equipment casualty control, supply support centers, battle dressing stations, battle messing and other battle logistics supply centers/store rooms?		
20.	Is there a flooding effects diagram or locally prepared stability data cards?		
21.	Are clinometers for determining actual list and trim permanently installed and functional?		
22.	Are their tanks sequencing charts and/or tables?		
23.	Has the ships emergency bill been promulgated and maintained to include the Following? a. Toxic Gas Bill b. Rescue and Assistance Bill c. Battle Messing Bill d. Darken Ship Bill e. Strip Ship Bill		
24.	Is the Toxic Gas Bill IAW NSTM 074 VOL III and OPNAVINST 5100.19 to include the following areas? a. Emergency and rescue procedures b. Personal protective equipment c. Testing procedures d. Ventilating procedures e. Reporting procedures		



## SUBSECTION V-7 DC CENTRAL/BRIDGE PREPAREDNESS

Y=YES N=NO

25.	<p>Damage Control Closure Log</p> <p>a. Does the closure log instruction address the Commanding Officers designated in writing the maximum number of fittings authorized to be open in violation of the proscribed material condition of readiness.</p> <p>b. Is an out of commission log maintained as part of the closure log?</p> <p>c. Is there an entry in the closure log reflecting the results of the checking of the material condition of readiness?</p> <p>d. Are all modifications of the material condition of readiness logged?</p> <p>e. Are all fittings logged open no greater than 24 hours?</p> <p>f. Is the log filled out in black ink only?</p> <p>g. Is the name, rate, and division of the person requesting violation properly logged.</p> <p>h. Is the type of fitting properly logged?</p> <p>i. Is the damage control number and classification of the fitting properly logged</p> <p>j. Is the date and time the fitting was opened / closed properly logged.</p> <p>k. Is the estimated length of time the fitting is going to be open properly logged.</p> <p>l. Is the person granting permission signature properly logged</p>		
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 SUBSECTION V-7 DC CENTRAL/BRIDGE PREPAREDNESS
 

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Y=YES N=NO

26.	Is the Damage Control Assistants library being maintained IAW 3-20.31?		
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## B. DAMAGE CONTROL COLLATERAL DUTIES:

1.	Are the following positions/collateral duties assigned?  Damage Control Assistant  Fire Marshal  CBR Defense Officer		
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## C. ADDITIONAL OXYGEN BREATHING APPARATUS REQUIREMENTS

1.	Are their two or more stowage locations adjacent to weather accesses widely separated fore and aft, or port and stbd for weather access reentry with six accessible canisters per OBA? (Ships over 220 ft: 10 percent of allowance/ships less than 220 ft: 20 percent of allowance) IAW 3-20.31, P.8-3 /SHIPS AEL.		
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## D. DAMAGE CONTROL READINESS ON THE BRIDGE:

1.	Is there a duplicate set of DC sub-division plates 2 & 3 available?		
2	Is there AN/PDR-65 or AN/PDR-43 radiac available?		
3.	Are the following nuclear plotting materials available?  Log-log paper  Decay slope or overlays with nomograms  Internal survey sheets  External survey sheets  On station survey sheets  Radiac equipment available and calibrated		

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SUBSECTION V-7 DC CENTRAL/BRIDGE PREPAREDNESS

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Y=YES N=NO

4.	Is a TYCOM repair party manual available in command and control with all applicable notebooks tailored to the ship?		
5.	Has the ships Emergency Bill been promulgated and maintained to include the following?  Toxic Gas Bill  Rescue and Assistance Bill  Battle Messing Bill  Darken Ship Bill		
6.	Is the Toxic Gas Bill IAW NSTM 074 VOL III and OPNAVINST 5100.19 to include the following areas?  Emergency and rescue procedures  Personal protective equipment  Testing procedures  Ventilating procedures  Reporting procedures		

## E. EQUIPMENT CALIBRATION/RECORDS OF TEST:

1.	Do the MDCS records indicate that all radiacs have been calibrated?		
2.	Has the countermeasure water washdown system been tested satisfactorily within the required periodicity?		

SUBSECTION V-7 DC CENTRAL/BRIDGE PREPAREDNESS

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**ADDITIONAL COMMENTS (DAMAGE CONTROL CENTRAL):**

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**ADDITIONAL COMMENTS (BRIDGE):**

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Assessor(s): \_\_\_\_\_

Date: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

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## SECTION V DAMAGE CONTROL

## SUBSECTION V-8 REPAIR LOCKER ORGANIZATION/ADMINISTRATION

REFERENCES: ..... (a) COMNAVSURFLANT/PACINST 3541.1/.4  
 (b) NWP 3-20.31  
 (c) NSTM 077  
 (d) NSTM 079 V2  
 (e) COMNAVAIRLANTINST 3500.20

- **NOTE: MINIMUM REPAIR PARTY FUNCTIONAL COMPOSITION. THE ORGANIZATIONAL STRUCTURE WILL REQUIRE ASSIGNING PERSONNEL TO MORE THAN ONE FUNCTION. NUMBER IN PARENTHESES DENOTES AMOUNT OF PERSONNEL REQUIRED.**
- **A. REPAIR LOCKER ASSIGNMENTS: (MINIMUM)**

**Y = ASSIGNED N = UNASSIGNED**

FUNCTION	CONDITION WHEN REQUIRED	REP	REP	REP	REP	REP	REP
1. Repair locker Leader(1)	All						
2. On-scene leader(1)	All						
3. Plotter(1)	All						
4. Phone talker(1)	All						
5. Messenger(1)	All						
6. Investigators(2)	All						
7. Electrician(1)	All						
8. Team leader(1)	Fire						
9. Nozzleman(2)	Fire						
10. Hoseman(4)	Fire						
11. Plugman(2)	Fire						
12. Smoke control/removal(2)	Fire						

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**SUBSECTION V-8 REPAIR LOCKER ORGANIZATION/ADMINISTRATION**


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**Y = ASSIGNED N = UNASSIGNED**

<b>FUNCTION</b>	<b>CONDITION WHEN REQUIRED</b>	<b>REP</b>	<b>REP</b>	<b>REP</b>	<b>REP</b>	<b>REP</b>	<b>REP</b>
13. Boundaryman(4)	Fire						
14. Accessman(1)	Fire						
15. Overhaulman(1)	Fire						
16. Post fire test assistant(1)	Fire						
17. Reflash watch(1)	Fire						
18. Dewatering(2)	Flooding						
19. Shoring(3)	Flooding						
20. Pipe patching(2)	Flooding						
21. Hull patching/ plugging(2)	Flooding						
22. Sounding(1)	Flooding						
23. Stretcher bearers(4)	Personnel Casualty						
24. Closure detail (as required)	Condition One						
25. Magazine sprinkler operator(1)	Fire						
26. Radiological plotter(1)	CBR-D						
27. Internal monitor(1)	CBR-D						
28. External monitor(1)	CBR-D						
29. Recorder(1)	CBR-D						
30. Messenger(1)	CBR-D						
31. Hoseman(2)	CBR-D						
32. Scrubber(1)	CBR-D						

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**SUBSECTION V-8 REPAIR LOCKER ORGANIZATION/ADMINISTRATION**


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**Y = ASSIGNED N = UNASSIGNED**

<b>FUNCTION</b>	<b>CONDITION WHEN REQUIRED</b>	<b>REP</b>	<b>REP</b>	<b>REP</b>	<b>REP</b>	<b>REP</b>	<b>REP</b>
33. Decon station leader(1)	CBR-D						
34. Decon station operator/cutter(1)	CBR-D						
35. CP-95 operator(1)	CBR-D						
36. Monitor (traffic control)(1)	CBR-D						
37. Medical representative(1)	CBR-D						
38. WDCM operators (1-2)	CBR-D						

- B. ARE CBR DECK PLANS AVAILABLE/COMPLETE SHOWING THE FOLLOWING:

	<b>REP</b>	<b>REP</b>	<b>REP</b>	<b>REP</b>	<b>REP</b>	<b>REP</b>
1. Top view drawing to mark possible contaminated areas?						
2. Locations of all battle dressing stations and decon stations/CCA?						
3. Routes from decon stations to all designated BDS/casualty collection stations?						

# SUBSECTION V-8 REPAIR LOCKER ORGANIZATION/ADMINISTRATION

- C. ARE THE FOLLOWING NUCLEAR PLOTTING MATERIALS AVAILABLE:

Y = ASSIGNED N = UNASSIGNED

	REP	REP	REP	REP	REP	REP
1. Log - Log paper?						
2. Decay slope or overlays with nomograms?						
3. Internal survey sheets?						
4. External survey sheets?						
5. On station survey sheets?						

- D. ARE THE FOLLOWING CHEMICAL AND BIOLOGICAL SURVEY/RECORD FORMS AVAILABLE:

	REP	REP	REP	REP	REP	REP
1. Chemical protective overgarment wear time and inspection record						
2. Biological survey form?						

Remarks:

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Assessor(s): \_\_\_\_\_

Date: \_\_\_\_\_



## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION V DAMAGE CONTROL

## SUBSECTION V-9 REPAIR LOCKER EQUIPAGE INVENTORY

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Ref: (a) NWP 3-20.31 (series)  
 (b) CNSL 3541.1 (series)  
 (c) Cosal AEL'S, (1996 Revision)  
 (d) NSTM 555  
 (e) NSTM 079 Vol. 2  
 (f) OSIMS DCRS Inventory Software  
 (g) PMS (6641/006-62)  
 (h) Inventory Aid Booklet for DC Equipment (NAVSEA S5090-BL-DCB-010) Date NOV 95  
 (i) Damage Control and Firefighting Equipment Layout Booklet (SS-100-AG-MAN-010) Dated Nov 95  
 (j) COMNAVSURFLANT/PACINST 3541.1/.4 (series)  
 (k) NSTM 077

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## OVERALL PROGRAM EFFECTIVENESS:

EFFECTIVE \_\_\_\_ PARTIALLY EFFECTIVE \_\_\_\_ NOT EFFECTIVE \_\_\_\_

## A. GUIDELINES FOR REPAIR LOCKER EFFECTIVENESS:

1. EFFECTIVE: Minor deficiencies noted: Personnel completely familiar with their responsibilities. Build on success.
2. PARTIALLY EFFECTIVE: Few significant deficiencies, but is meeting the basic goals of the repair locker.
3. NOT EFFECTIVE: Repair locker not meeting its intended purposes. Numerous vital items missing or inoperative. Current AEL not being utilized. Directives are not current and up to date

B. OVERVIEW: Repair locker equipment is vital in the control and repair of damage. The importance of maintaining a complete inventory and ensuring each piece of equipment is working correctly cannot be overstated. When shortages are noted, replacements must be requisitioned and actively tracked until delivery. Remember, in damage control there is no second chance.

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SUBSECTION V-9 REPAIR LOCKER EQUIPAGE INVENTORY

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## C. REPAIR LOCKER CHECKLIST

Y=YES N=NO

1.	Are repair lockers locked, and a spare emergency key available outside the repair locker?		
2.	Are repair locker entrance doors stenciled in red lettering with photoluminescent background on upper half of door? (NSTM 079 V2)		
3.	Is there a CCOL posted in each locker?		
4.	Is a complete succession to command of Damage Control promulgated and posted in each repair locker? (NWP 3-20.31, 2.4.1)		
5.	Does each locker have a copy of the ships Damage Control Book, Repair Party Leader Notebook, Liquid Load List, and is a Propulsion Equipment Status Board posted? (NWP 3-20.31, 3.1.5)		
6.	Does each locker have a complete set of DC Diagrams and Plates for plotting damage and status of repairs? (NWP 3-20.31, 3.1.8)		
7.	Are DC Plates 2 and 3 color-coded? (NWP 3-20.31, 3.1.8)		
8.	Does the Repair Party Manual, have complete, up-to-date information and is letter of promulgation in place?		
9.	Is Electrical Isolation List (NB 3-1) complete for every compartment within each repair locker area of responsibility? (CNSL 3541.1, Chap 3)		
10.	Is Compartment Hazard List (NB 4-3) complete for each repair locker? (CNSL 3541.1, Chap 4)		
11.	Is the Main Space Fire Doctrine complete and tailored to the ship? (CNSL 3541.1, Chap 4)		

## SUBSECTION V-9 REPAIR LOCKER EQUIPAGE INVENTORY

		Y=YES N=NO	
12.	Is Casualty Power Doctrine complete and inserted? (CNSL 3541.1, Chap 6)		
13.	Does each locker have a complete copy of required AEL's and using current Mar. 1996 AEL to conduct inventories?		
14.	Are repair lockers equipped in accordance with the ship's AEL?		
15.	Is the OSIMS inventory and software installed or being used?		
16.	Are PQS boards/ADP reports and Organizational charts being maintained in each repair locker for both inport and underway GQ fire parties?		
17.	Are kits or bags stenciled with 2" lettering for easy identification?		
18.	Are repair lockers organized, cleanliness and preservation being maintained and equipment easily accessible?		
19.	Is all electrical gear in repair locker electrical safety checked? Are tags filled out with ballpoint pen vice felt tip?		
20.	Are hearing protection stickers applied to portable electric tools and equipment if they are over 84 decibels?		
21.	Are portable extinguishers within periodicity and weight record cards filled out correctly with ballpoint pen?		
22.	Does each repair locker have the required number of OBA's assigned per AEL, are they numbered/stenciled and tracked on MRC Q-8R EGL?		
23.	Are radiacs and gas free test equipment calibrated? Is the date current and within periodicity?		

## SUBSECTION V-9 REPAIR LOCKER EQUIPAGE INVENTORY

Y=YES N=NO

24.	Are all fire hoses stenciled with the current hydrostatic test date and are they stowed properly?		
25.	Are all firefighting coveralls stenciled with the repair locker number?		
26.	Are repair locker inventories being conducted quarterly on all repair lockers using MRC Q-9? Is PMS being conducted on individual equipment within the repair locker to ensure all equipment is operable and cleanliness and preservation is being maintained? List discrepancies on a separate sheet?		
27.	Does the DCA provide an accurate list of inventory shortfalls by each repair locker and list requisition numbers and current status for each item?		
28.	A kit less than 80% complete is a ineffective deficiency* A kit 80%-90% complete is a particle affective		
29.	Does the DCA, Engineer Officer and CO make periodic spot checks of equipment inventories and utilize the ship's zone inspection program to ensure accuracy and completeness? (NWP 3-20.31, 3.1.5)		

Remarks:

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Assessor(s): \_\_\_\_\_

Date: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION V DAMAGE CONTROL

## SUBSECTION V-10 RESCUE AND ASSISTANCE CHEST INVENTORY

REFERENCES: (a) NWP 3-20.31

(b) SHIP'S AEL

**NOTE: INVENTORY RESCUE AND ASSISTANCE CHEST USING SHIP'S AEL. ANNOTATE ITEMS THAT ARE MISSING, IN POOR CONDITION OR OUT OF CALIBRATION ETC.**

## A. STATUS OF RESCUE AND ASSISTANCE CHEST INVENTORY:

Y=YES/N=NO

1.	Is the chest stenciled "RESCUE AND ASSISTANCE" IAW the AEL?		
2.	Is there a cross-reference list posted in the chest listing primary and secondary locations that the equipment can be obtained from?		
3.	Is the rescue and assistance chest equipped in accordance with the ship's AEL and NWP 3-20.31?		

ITEM	REQUIRED ONBOARD	AMOUNT		
AURAL PROTECTOR	2			
CONNECTION, INTERNATIONAL SHORE	2			
GASKETS	2" (5), 3" (10)			
FOOT VALVE	1			
REDUCER (2 ½" F X ½" M)	1			
SIAMESE WYE CONNECTION (2 1/2"F BY 1/2"M)	1			
SPANNER WRENCHES 3/4" TO 2"	2			
SPANNER WRENCHES 2" TO 4 3/4 "	2			

## SUBSECTION V-10 RESCUE AND ASSISTANCE CHEST INVENTORY

Y=YES N=NO

ITEM	REQUIRED ONBOARD	AMOUNT		
GASKETS	1 1/2" (10), 2 1/2" (10) 4" (5)			
INLINE FOAM EDUCTOR	1			
EDUCTOR REDUCER, 4" X 3"	1			
TENDING LINES	1			
PORTABLE BATTLE LANTERNS	2			
YELLOW CHEM- LIGHTS	(1 BOX)			

Remarks:

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Assessor(s): \_\_\_\_\_

Date: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

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## SECTION V DAMAGE CONTROL

## SUBSECTION V-11 CBR DEFENSE BILL

REFERENCES: (a) NWP-3-20.31  
 (b) NSTM 070  
 (c) NSTM 470  
 (d) NSTM 077

**NOTE: REVIEW THE CBR BILL TO DETERMINE ITS COMPLETENESS, ACCURACY, AND THE ABILITY OF THE SHIP TO TRAIN IN ACCORDANCE WITH ITS CONTENTS.**

A. CBR DEFENSE BILL:.....

Y= YES N= NO

1.	Is the CBR Bill IAW the following NWP 3-20.31 appendix?  a Appendix B - Sample outline Chemical, Biological and radiological Defense Bill  b Appendix C - Summary of Actions for Chemical Attack  c Appendix D - Summary of Actions for Biological Attack  d Appendix E - Summary of Actions for Nuclear Attack		
2.	CBR-Bill Evaluation:  a Is the CBR-Bill tailored to the ship?  b Is the CBR-Bill is evaluated as admin sat?		

SUBSECTION V-11 CBR DEFENSE BILL

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Remarks:

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Assessor(s): \_\_\_\_\_

Date: \_\_\_\_\_



## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION V DAMAGE CONTROL

## SUBSECTION V-12 CCA/DECONTAMINATION STATIONS

REFERENCES: (a) NWP-3-20.31  
 (b) NSTM 070  
 (c) NSTM 470

**NOTE:** USE THE MATRIX PROVIDED. LESS THAN 80% COMPLETE IS A MAJOR DEFICIENCY, 80-99% COMPLETE IS A MINOR DEFICIENCY.

## A. Status of CCA/Contamination stations.

Y = YES N = NO

DECONTAMINATION STATIONS	PRI	SEC		
1. Are the decon station entrance and exits labeled?				
2. Are fresh water or fresh and salt-water facilities available?				
3. Is a single control valve provided to regulate the flow of salt water to decontamination showerheads?				

## B. Are the following items available at the primary and secondary CCA for chemical defense:

1. 48 Six ounce bottles of HTH?				
2. 5 Metal trash cans (approx. 35 gallon)?				
3. 25 Plastic bags (approx. 50 gallon)?				
4. 2' x 2' x 6" Bootwash pan (1)				
5. 5 Gallon metal pails (2)				
6. Scissors / gloves wash pan (1)				
7. Sponges (3)				
8. 7¼" Angular bandage scissors (10 pr.)				
9. Deck scrub brushes (3)				
10. 1 Gallon jar of general purpose detergent or a 50lb drum of fitting agent detergent				
11. 8 Ounce measuring cups (2)				

Y= YES N = NO

DECONTAMINATION STATIONS	PRI	SEC		
12. M-291 Personal decontamination kits				
13. M-8 Paper booklets (4)				
14. M-256A1 Detection kits (2)				
15. Small, sturdy 16" - 22" high bench, stool or stowage box. (1)				
16. Ball of twine to secure bags of clothing when full (as required)				
17. Orange marking, or gray duct tape to designate deck areas (as required)				

C. Are the following items available at the primary and secondary decontamination station for chemical defense (conventional and CPS).

DECONTAMINATION STATIONS	PRI	SEC		
1. 10 gallon plastic bags (100)				
2. Towels (100)				
3. Bars of hand soap (10)				
4. Ball of twine to secure bags of clothing when full				

D. Are vital defense station monitoring points identified with the following:

VITAL DEFENSE STATION		
1. Red circle one inch in diameter		
2. The words "RAPID INTERNAL SURVEY" in one inch black letters above the red circle		
3. The words "TRANSMISSION FACTOR" in one inch black letters below the red circle followed by the transmission factor for that station in one inch black letters		

E. Are the following items available at the primary and secondary CCA/DECON for nuclear defense? (Based on 100 personnel per station)

ITEM	UNIT	CONVENTIO NAL DECON STATION /WEATHER ACCESS	CONVENTIO NAL DECON STATION / NO WEATHER ACCESS	CONTAMINAT ION CONTROL AREA (SEPARATE FROM DECON STATION	GROSS DECON SUPPLI ES	CPS DECON STATIO N	LAUNDR Y	REMARK S
Metal buckets	each				10			
Scrub brushes	each				10			
Coarse sandpaper	sheet				200			
Liquid detergent	gallon				20		as needed	type 1
2" Masking tape	roll				25			
Metal trash can	each	2	2	3				
Plastic bags	dozen	2	2	3		5		
CP-95	each	1	1			1		
IC Equipment	variou s	as needed	as needed	as needed	as needed	as needed	as needed	
Liquid soap	ounces	200	200			200		

Liquid soap dispensers	each					10		hand held dispensers
Degreasing hand leaner	ounces	200	200			200		
Abrasive soap	bar	20	20			20		
Cleanser	can	5	5	5		5	5	for space decon
Towels	each	100	100			100		
AN/PDR 27	each	1	1	1		1		

ITEM	UNIT	CONVENTIO NAL DECON STATION /WEATHER ACCESS	CONVENTIO NAL DECON STATION / NO WEATHER ACCESS	CONTAMINAT ION CONTROL AREA (SEPARATE FROM DECON STATION)	GROSS DECON SUPPL IES	CPS DECON STATIO N	LAUNDR Y	REMARK S
AN/PDR 43	each	1	1	1		1		
Detergent powder	25 lbs.						as needed	type 1
Detergent powder	25 lbs.						as needed	type II
Blank tags	each			500				
Towels	each	100	100			100		

[illegible]

Date: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION V DAMAGE CONTROL SUBSECTION

## SUBSECTION V-13 OXYGEN BREATHING APPARATUS (OBA)

REFERENCES: (a) PMS  
 (b) NSTM 077  
 (c) AEL  
 (d) COMNAVSURFLANT MSG R 301625Z JUN99

## A. OXYGEN BREATHING APPARATUS:

Y = YES N = NO

COMPARTMENT/SERIAL NUMBER	Rep	Rep	Rep	Rep	REP	REP
1. Are the OBAs properly stowed?						
2. Are face pieces stowed with flash gear or optional cover?						
3. Is the head harness complete and free of tears?						
4. Have all S-Tron brand facepiece combination valve assemblies been inspected for damage.						
5. Is the lens free of scratches/cracks and properly installed?						
6. Is the speaking diaphragm free of tears and cracks?						
7. Is the nose cup with check valves in place?						
8. Is the timer operable and in good repair (10 seconds)?						
9. Are breathing tubes free of cracks, holes and dry rot?						
10. Are breathing tube couplings free of corrosion and do they operate properly?						

## SUBSECTION V-13 OXYGEN BREATHING APPARATUS (OBA)

Y = YES N = NO

COMPARTMENT/SERIAL NUMBER	Rep	Rep	Rep	Rep	REP	REP
11.Are the 3/4-inch exhalation and 7/8-inch inhalation nipple connections complete with gasket in place and properly secured by an allen type socket screw?						
12.Are breathing tubes properly fastened with steel clamps to the couplings and the mask and a layer of ½" electrical tape under each clamp?						
13.Are breathing bag free of cracks, holes, dry rot and excessive wear?						
14.Is the pressure relief valve free of corrosion and damage and did it operate freely?						
15.Is the canister release tab in place and did it release/retract freely?						
16.Is the breathing bag properly fastened to the OBA with steel clamps?						
17.Are preventive measures taken to prevent the waist strap bracket from damaging the breathing bags?						
18.Is the breastplate in good condition, insulation free of tears and will it easily receive an OBA training canister?						



## SUBSECTION V-13 OXYGEN BREATHING APPARATUS (OBA)

Y = YES N = NO

COMPARTMENT/SERIAL NUMBER	Rep	Rep	Rep	Rep	REP	REP
19. Is the plunger assembly sealing surface free of defects and corrosion?						
20. Is the bail assembly free and operate with a smooth action?						
21. Is two-hand operation required to unlock the bail and the bail adjusted IAW PMS?						
22. Is the body harness complete and buckle operation smooth?						
23. Are the central casting springs and plunger free?						
24. Are the guide rods straight and free from corrosion?						
25. Are the rubber bumper pieces intact?						

## B. OBA CANISTERS:

COMPARTMENT/SERIAL NUMBER	Rep	Rep	Rep	Rep	REP	REP
1. Are twelve canisters per OBA available?						
2. Are the canisters properly stowed?						
3. Are the canister caps in place?						
4. Is the correct photoluminescent paint marking on the locker?						
5. Are plastic bands removed from bulk stowage boxes of canisters?						

## SUBSECTION V-13 OXYGEN BREATHING APPARATUS (OBA)

6. Have all canisters subject to recall been removed IAW MSG R 301625Z Jun 99?						
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Remarks:

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Assessor(s): \_\_\_\_\_

Date: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION V DAMAGE CONTROL

## SUBSECTION V-14 PORTABLE PUMPS

REFERENCES: (A) PMS

(B) NSTM 079 VOL II

(C) NSTM 555

(D) NSTM 090

A. Portable Electrical Submersible Pump and accessories:

Y = YES / N = NO

SERIAL NUMBERS						
1. Is there a safety placard posted near the pump stowage?						
2. Are the pump cap threads clean and in good condition?						
3. Is the handling line properly secured to the pump and cable?						
4. Is the power cable free of deterioration, kinks, or visible defects?						
5. Is the cable stuffing tube properly packed and water tight?						
6. Is the switchbox cover gasket in good condition?						
7. Is the switchbox interior free of water and moisture?						
8. Is the star strainer clean and easily removable?						
9. Does the foot valve operate freely?						
10. Does the pump operate satisfactorily and discharge water at least 4 - 5 feet?						

## SUBSECTION V-14 PORTABLE PUMPS

11. Are 2, 2 1/2-inch hard rubber suction hoses available for each pump?						
--	--	--	--	--	--	--

Y = YES N = NO

SERIAL NUMBERS						
12. Is the pump free of rubbing, binding, or other unusual noises during the operational test?						

## B. P-100 PUMP AND ACCESSORIES

SERIAL NUMBERS						
1. Are all protective hose connection caps installed with retaining wire?						
2. Are all fluid levels on the pump unit at the recommended levels?						
3. Are the carrying handles working properly with no loose or missing hardware?						
4. Is the fuel tank mounted to the pump and have no missing or loose hardware?						
5. Are all pump frame skids installed with no cracks?						
6. Is the pump cover, gaskets and drop down bolts in good condition?						
7. Is there a foot valve available and in operational condition?						
8. Are the required amount of hoses available for each pump unit, 2 suction and 1 exhaust?						

## SUBSECTION V-14 PORTABLE PUMPS

9. Do all hoses have a gasket installed and free from cracks and swivel connections turn freely?						
10. Is the pump frame free from cracks, damage or loose bolted connections?						
11. Are pump suction, discharge and exhaust threads damaged?						

Y = YES N = NO

SERIAL NUMBERS						
12. Are hose, tubes fittings and clamps free from cracks, kinks, bulges, or deterioration?						
13. Is the recoil assembly free from cracks and deterioration?						
14. Are controls and indicators free of damage and do they operate IAW PMS?						
15. Is the exhaust priming assembly free from damage, carbon build-up, or obstructions?						
16. Is the air filter housing free of damage and corrosion?						
17. Is the engine free of leaking gasket fittings and seals, and corrosion?						
18. Is the pump equipped with spare tool kit and does kit contain all applicable items?						
19. Does the starter recoil handle and rope assembly operate IAW PMS?						
20. Does the pump operate IAW PMS?						
21. Does the pump unit show any signs of leaks?						

## SUBSECTION V-14 PORTABLE PUMPS

Remarks:

[illegible]

Assessor(s) : \_\_\_\_\_

Date: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

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## SECTION V DAMAGE CONTROL

## SUBSECTION V-15 PORTABLE FIRE EXTINGUISHERS

REFERENCE: (1) PMS

(2) 079 VOL-II

## A. PORTABLE 15 LB CO2 EXTINGUISHERS:

Y = YES N = NO

COMPARTMENT NUMBER					
1. Are cylinders properly mounted in shockproof brackets?					
2. Are the brackets in good operational condition?					
3. Are valve safety pins in place and sealed IAW PMS?					
4. Are record tags properly filled out IAW PMS?					
5. Are recorded preventive maintenance checks within periodicity?					
6. Are hose and horn assembly in good condition?					
7. Are cylinders hydrostatically tested as required by PMS?					
8. Are extinguisher stowage locations properly marked with photoluminscent paint as required by PMS?					
9. Are exposed metallic couplings covered with electrical tape as required by PMS?					

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SUBSECTION V-15 PORTABLE FIRE EXTINGUISHERS

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## B. PORTABLE PKP EXTINGUISHERS

Y = YES N = NO

COMPARTMENT NUMBER					
1. Are extinguishers properly mounted?					
2. Are brackets in good operating condition?					
3. Are valve safety pins in place and sealed IAW PMS?					
4. Are record tags properly filled out IAW PMS?					
5. Are recorded preventive maintenance checks within periodicity?					
6. Are extinguisher stowage locations properly marked with photoluminescent paint as required by PMS?					
7. Are hose and nozzle in good condition?					



## SUBSECTION V-15 PORTABLE FIRE EXTINGUISHERS

## C. PORTABLE AFFF EXTINGUISHERS

Y = YES N = NO

COMPARTMENT NUMBER					
1. Are extinguishers properly mounted?					
2. Are brackets in good operating condition?					
3. Are cylinders free of dents, corrosion, and abrasion?					
4. Are extinguisher stowage locations properly marked with photoluminscent paint as required by PMS?					
5. Are hose and nozzle in good condition?					
6. Is the extinguisher pressure within normal range (within green range on gage)?					
7. Are record tags properly filled out IAW PMS?					
8. Is the air-charging cap installed?					
9. Is there a tamper seal installed IAW PMS?					
10. Is the hydro test date included on the extinguisher nameplate, hangar loop, or auxiliary metal tag? ( <b>Extinguisher shall not be recharged if more than 5 years have elapsed since last hydrostatic test</b> )					

## SUBSECTION V-15 PORTABLE FIRE EXTINGUISHERS

Remarks:

[illegible]

Assessor(s): \_\_\_\_\_

Date: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

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## SECTION V DAMAGE CONTROL

## SUBSECTION V-16 FIRE STATIONS

REFERENCES: (a) NSTM 555

(b) PMS

(c) COMNAVSURFLANT MESSAGE R 092200Z JUL 96

## A. FIRE STATION WITH VARI-NOZZLE:

Y = YES N = NO

FPL NUMBER					
1. Are FPL bullseyes 12"x15" or sized to best fit the area available, with red on photoluminescent (interior) or white on red (exterior)?					
2. Are FPL and COV numbers correct?					
3. Is fire station equipment properly stowed?					
4. Are sufficient lengths of hose installed?					
5. Are hoses properly maintained? (hydrostatic test within 18 months / hoses not worn or frayed/gaskets have a light coat of silicone)					
6. Are vari-nozzles operable, clean and of the proper GPM installed?					
7. Have nozzles been inspected and modified IAW SURFLANT MSG: R 092200Z JUL 96?					
8. Are two spanner wrenches available and in working condition?					
9. Are all fastening devices used on the station nonferrous?					

## SUBSECTION V-16 FIRE STATIONS

Remarks:

This image shows a full page of blank primary-ruled paper. It features ten sets of horizontal lines across the page. Each set consists of three lines: a solid top line, a dashed middle line, and a solid bottom line. The lines are evenly spaced and extend from the left margin to the right edge of the page. There is no handwriting or other markings on the paper.

Assessor(s) : \_\_\_\_\_

Date: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

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## SECTION V DAMAGE CONTROL

## SUBSECTION V-17 EMERGENCY ESCAPE BREATHING DEVICES

REFERENCE: (a) PMS

(b) NSTM 077

(c) 079 VOL-II

(d) COMNAVSURFLANT MESSAGE R 121423Z SEP 96

A. EEBD

Y = YES N = NO

COMPARTMENT NUMBER					
1. Are EEBD's provided in sufficient quantities? (150% of ship, 200% of G.Q. manning in main spaces, 1 per sleeping surface, 1 per person in repair locker, (i.e. RLL, plotter)					
2. Are EEBD's stowage boxes of the proper type and in good condition?					
3. Is non-skid added to tear strips indicated by two black marks on the humidity indicator on all EEBD's manufactured before NOV 95?					
4. Are humidity indicators blue in color?					
5. Are tamper seals in place and intact?					
6. Are EEBD's within shelf life?					
7. Are EEBD's stowage boxes properly marked with photoluminescent paint?					

## SUBSECTION V-17 EMERGENCY ESCAPE BREATHING DEVICES

Remarks:

[illegible]

Assessor(s): \_\_\_\_\_

Date: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

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## SECTION V DAMAGE CONTROL

## SUBSECTION V-18 COMPARTMENT INSPECTION

REFERENCES: (a) NSTM 079 V2

(B) PMS (S-3R)

## A. COMPARTMENT INSPECTION:

Y=YES N=NO

COMPARTMENT NUMBER					
1. Are all CCOL's posted at each main entrance to the Compartment?					
2. Does the compartment number on the CCOL match the number on the compartment? "BULLS EYE"?					
3. Are all items on the CCOL in sequential numerical order?(i.e. 1,2,3, vice 1,3,3a)					
4. Are all classified DC fittings numbered with a 3 part number?(e.g. 1-121-1; deck, frame, relation to center line)					
5. Are DC fittings listed in the proper group, in the correct order and not abbreviated?					
6. Are divisions assigned to each X, CX, Y, CY, W and repair lockers assigned to CW, Z, CZ, and DZ fittings?					
7. Do compartment CCOL's have duplicate written on them if the compartment has more than one access? (Note CCOL's stamped original are maintained in the master CCOL book).					

## SUBSECTION V-18 COMPARTMENT INSPECTION

Y=YES N=NO

COMPARTMENT NUMBER					
8. Check each item listed on the CCOL against each fitting in the compartment by removing the CCOL from it's holder and starting with number 1, go fitting by fitting ensuring the DC fitting number and classification <b>match exactly</b> .					
9. Are all numbers on classified fittings clear and legible? (Not painted over, not taped over, not 50% faded)					
10. Are all classification markings of proper color? (X, Y, W, are black Z red)					
11. Do all fittings operate? (handwheels not missing)					
11. Are wrenches for deck drains, hatches overboard discharges, and individual dog WTD's in place and of the correct size? (at least within 10 feet from the fitting )					
12. Are fittings found OOC or out of adjustment properly entered in the OOC list of the DC closure log?					
13. Are label plates correct? (Number of the fitting, noun name of the compartment you are entering and compartment number)					



## SUBSECTION V-18 COMPARTMENT INSPECTION

Y=YES N=NO

COMPARTMENT NUMBER					
14.Are gaskets (0 Gap) knife-edge and wedges free of paint?					
15.Are the fittings, which are required to be closed for the material condition, set on the ship?					

**\*\* NOTE \*\* ALL SOUNDING TUBES ARE TO BE CLASSIFIED  
CIRCLE**

**X-RAY. (REF. NSTM 079 VOL. 2, TABLE 9.)**

Remarks:

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Assessor(s): \_\_\_\_\_

Date: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

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## SECTION V DAMAGE CONTROL

## SUBSECTION V-19 HALON SYSTEM

REFERENCE: (a) PMS

(b) NSTM 079 VOL-II

## A. HALON FLEXIBLE HOSE (1½")

Y = YES N = NO

COMPARTMENT NUMBER				
1. Is there a tag attached that list the date of installation?				
2. Are the hoses in good condition? (note - installation and hydro tag will always remain on the hose)				

## B. CO2 ACTUATOR CYLINDERS:

COMPARTMENT NUMBER				
1. Are the weight of cylinder and the charge stamped on the valve?				
2. Is there a cylinder record card attached, listing weight and date?				
3. Are actuation stations identified with the photoluminescent marking "HALON ACTG:"				
4. Are operational instructions and system diagram posted				

## C. TIME DELAY DEVICE:

COMPARTMENT NUMBER				
1. Is the time delay device tested and sat IAW PMS procedures?				
2. Is the time delay manual bypass valve in the closed position and classified CX and numbered?				

D PRESSURE SWITCHES FOR PRE-DISCHARGE ALARMS, VENTILATION  
AND HALON FLOW CIRCUIT:

Y = YES N = NO

COMPARTMENT NUMBER				
1. Does the station alarm bell activate when the pressure switch is manually operated?				
2. Does the space audible alarms activate when the pressure switch is manually operated?				
3. Does the space visual alarm(s) activate when the pressure switch is manually operated?				
4. Does the halon-actuated indicator energize at the station?				
5. Does the local / remote indicator lights operate IAW PMS?				
6. Are the power available lights operating at all stations?				
7. Does the horn / bell cutout switches operate correctly?				
8. Does the space ventilation secure when the pressure switch is operated?				
9. Does the halon flow indicator energize when the pressure is manually operated?				

COMPARTMENT NUMBER				
1. Are cylinders marked with a liquid level decal?				
2. Does the decal show liquid level for a fully charged cylinder at 70 degrees Fahrenheit?				
3. Are cylinder tags attached and inspection dates recorded on tags?				
4. Are cylinders properly secured in brackets?				

[illegible]

Assessor (s) : \_\_\_\_\_

Date: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION V DAMAGE CONTROL

## SUBSECTION V-20 CO2 FIRE EXTINGUISHING SYSTEMS

REFERENCE: (a) PMS

(b) NSTM 079 VOL-II

## A. CO2 FLOODING SYSTEM:

Y = YES N = NO

COMPARTMENT NUMBER				
1. Is there a PMS tag attached to each cylinder?				
2. Do the weights of the cylinder CO2 charge and the total weight on the front of the PMS tag match the stamp on the cylinder?				
3. Does the back of the PMS record tag reflect the proper charge of CO2?				
4. Are lead wire seals and pins in place?				
5. Are securing bands in place and tight?				
6. Are the CO2 discharge ports free of obstruction?				
7. Are flex hose connections tight?				
8. Are the flex hoses free of paint, deterioration and bulges?				
9. Is there an installation tag on the flex hose indicating the date the hose was installed?				
10. Is cylinder(s) hydrostatic test data stamped on the shoulder of the cylinder and is it within periodicity? (12 years for a full cylinder)				
11. Are ventilation system isolation valves operable? (if applicable)				

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 SUBSECTION V-20 CO2 FIRE EXTINGUISHING SYSTEMS
 

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Y = YES N = NO

COMPARTMENT NUMBER				
12.Are safety and operating precautions posted at local and remote actuation points?				
13.Do local and remote pull boxes have a glass cover and there is the hammer attached by a chain to the pull box?				
14.Is the ventilation system running?				
15.Is the ventilation system controller(s) running light illuminated (if applicable)				
16.Is the power available light at the station illuminated?				
17.Does the ventilation shut off when the pressure switch is pulled?				
18.Does the alarm bell sound when the pressure switch is pulled?				
19.Does the red CO2 activation light illuminate when the pressure switch is pulled?				
20.Does the alarm switch cutout silence the alarm when operated?				

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 SUBSECTION V-20 CO2 FIRE EXTINGUISHING SYSTEMS
 

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## B. CO2 HOSE REEL SYSTEM:

Y=YES N=NO

COMPARTMENT NUMBER				
1. Is there a PMS record tag attached to each cylinder?				
2. Do the weights of cylinder, CO2 charge and total weight on the front of the PMS record tag match what is stamped on the cylinder?				
3. Does the back of the PMS record reflect the proper charge of CO2?				
4. Are lead wire seals and pins in place?				
5. Are securing bands in place and tight?				
6. Are flex hose connections tight?				
7. Are flex hoses free of paint and deterioration?				
8. Is an installation tag on the flex hose indicating the date the hose was installed?				
9. Are safety and operating precautions posted?				
10. Is the CO2 discharge horn free of cracks?				
11. Is the 50-foot hose free of paint and deterioration?				
12. Does the 50-foot hose have an installation tag attached with the date the hose was installed?				
13. Does the hose reel operate freely?				
14. Is there a zirc fitting or plug installed in the grease port?				
15. Is cylinder(s) hydrostatic test data stamped on the shoulder of cylinder and is it within required periodicity?				

## SUBSECTION V-20 CO2 FIRE EXTINGUISHING SYSTEMS

Remarks:

[illegible]

Assessor(s) : \_\_\_\_\_

Date: \_\_\_\_\_



## AFLOAT SELF-ASSESSMENT CHECKSHEETS

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## SECTION V DAMAGE CONTROL

## SUBSECTION V-21 AFFF SYSTEMS

REFERENCES: (a) AFFF SYSTEM TECHNICAL MANUAL  
 (b) NSTM 555  
 (c) PMS

## A. AFFF STATION:

Y = YES N = NO

COMPARTMENT NUMBER				
1. Are communications available at each station?				
2. Is relay-operated emergency lighting available at each station?				
3. Does a check of the last quantab and refractometer analysis results indicate the AFFF station to be within PMS standards?				
4. Are the valve hand-wheels painted the correct color?				
5. Are all actuation points numbered and classified				
6. Are photoluminescent markers applied at all actuation point?				
7. Are all valves classified IAW the ships D.C. book?				
8. Are all valves labeled according to function?				
9. Are noise warning sign's posted in the AFFF posted				
10. Are all valves aligned in the correct position?				
11. Is the AFFF motor controller power available light lit?				
12. Is the power available selector switch in the "normal" position?				

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SUBSECTION V-21    AFFF SYSTEMS

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## B. STRAINER, WYE TYPE (AFFF SUPPLY TO PROPORTIONER)

Y = YES   N = NO

COMPARTMENT NUMBER				
1. Is the strainer installed?				
2. Is the strainer installed in the proper direction?				

## C. SCREW CAP, TANK TOP:

COMPARTMENT NUMBER				
1. Is the cap fitted with a gasket?				
2. Does the cap have a handle?				
3. Does the cap open freely?				

## D. LIQUID LEVEL GAUGE (SIGHT GLASS):

COMPARTMENT NUMBER				
1. Is the gauge glass clean?				
2. Is the gauge glass guard in place?				
3. Are level indicators in place and operational?				
4. Are gauge hand-wheels installed?				

## E. SYSTEM DIAGRAM:

COMPARTMENT NUMBER				
1. Are all valves indicated on the diagram?				
2. Are the operating instructions included on the diagram?				
3. Are the valve alignment and D.C. classification indicated?				

## SUBSECTION V-21 AFFF SYSTEMS

## F. HOSE REEL ASSEMBLY:

Y = YES N = NO

COMPARTMENT NUMBER				
1. Does the reel turn freely?				
2. Is the hand brake removed and pipe plug installed or pinned and staked?				

## G. HOSE ASSEMBLY, AFFF

COMPARTMENT NUMBER				
1. Is the hose non-collapsible?				
2. Is the hose of sufficient length?				
3. Are the hose hydrostatically tested IAW PMS standards?				

## H. NOZZLE, AFFF DISCHARGE

COMPARTMENT NUMBER				
1. Does the nozzle appear to be tight?				
2. Is the nozzle free of salt and corrosion?				
3. Does the nozzle operate with ease?				
4. Is there a nozzle 95 GPM, 125 GPM, or 250 GPM at each AFFF hose reel or hose rack IAW NSTM 555 VOL 1 REV 4? (Note: If ship has Elkhart 1½" or 2½" nozzles with thumb latch which releases the flush ring lock, are springs installed under latch in lieu of rubber disks IAW CNSSC 040320ZJAN94)?				

## I. AFFF CONCENTRATE, RESERVE SUPPLY:

COMPARTMENT NUMBER				
1. Is the reserve supply secured in racks?				
2. Are the cans stowed no more than two high? (without support)?				

# SUBSECTION V-21 AFFF SYSTEMS

## J. SOLENOID OPERATED PILOT VALVES:

**Y = YES N = NO**

COMPARTMENT NUMBER				
1. Are the SOPV covers closed and sealed?				
2. Are SOPV's labeled for space served?				
3. Are all SOPV's numbered and classified IAW the ships Damage Control Book				
4. Do SOPV's have "warning shock hazard" labels posted?				

## K AFFF System piping and sprinkler heads

COMPARTMENT NUMBER				
1. Does sprinkler group piping contain cracked, bent, or corroded piping?				
2. Does the sprinkler group piping contain loose or missing piping hangers?				
3. Does the sprinkler group contain any missing or broken sprinkler heads?				

## SUBSECTION V-21 AFFF SYSTEMS

Remarks:

[illegible]

Assessor (s) : \_\_\_\_\_

Date: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

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## SECTION V DAMAGE CONTROL

## SUBSECTION V-22 RANGE GUARD FIRE EXTINGUISHING SYSTEMS

REFERENCES: (a) RANGE GUARD SYSTEM TECHNICAL MANUAL  
 (b) NSTM 555  
 (c) PMS

## A. APC SYSTEM EQUIPMENT:

Y = YES N = NO

COMPARTMENT NUMBER				
1. If dual cylinder system, is connecting link connected to both control lever mechanisms?				
2. Is the cylinder(s) free from extensive rust?				
3. Are the APC cylinder(s) free from damage such as fogged or broken lens, bent or broken pointer or other damage?				
4. Is the APC cylinder pressure within range? (175 psig +/- 25 psig for A, AA, B and BB systems and 100 psig +/- 25 psig for "modified B" systems)				
5. Is the APC cylinder release pin in position through the control head and lever with anti-pilferage seal attached?				
6. Is the hydrostatic test date within periodicity? (should not exceed 12 years)				
7. Is the vent plug tee free from damage or corrosion?				
8. Is the nitrogen cartridge pressure within range IAW PMS? (300 psig +/- 50 psig)				
9. Is the nitrogen pressure cartridge free from damage such as fogged or broken lens, bent or broken pointer or other damage?				

## SUBSECTION V-22 RANGE GUARD FIRE EXTINGUISHING SYSTEMS

Y = YES N = NO

COMPARTMENT NUMBER				
10. Is the pull pin located in the pressure release control box positioned through the turnbuckle and lever control mechanism with anti-pilferage seal attached?				
11. Is the fusible link within shelf-life?				
12. Is the fusible link and cable assembly free from damage and corrosion?				
13. Are nozzle protective caps installed and unbroken				
14. Are all local and remote activation locations identified with photoluminescent paint?				

Remarks:

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Assessor(s): \_\_\_\_\_

Date: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION V DAMAGE CONTROL

## SUBSECTION V-23 SELF CONTAINED BREATHING APPARATUS (SCBA)

REFERENCES: (a) PMS

## A. SCBA AIR CYLINDERS:

Y = YES/N = NO

SERIAL NUMBER				
1. Is the cylinder gage scratched or have a cracked lens, deformed or stuck needle?				
2. Does the air cylinder valve show signs of damage, loose rubber guard, or faulty hand wheel operation?				
3. Does the cylinder show signs of exposure to high temperature such as darkened or blistered paint, charred overwrap, or decals, or melted or distorted gauge lens?				
4. Does the cylinder show any dents, gouges or cuts, which have penetrated and caused separation or unraveling of the fiberglass, overwrap?				
5. Are all damaged areas of cylinders (if any) properly documented IAW table 1 of MRC R-2?				

## B. SCBA VOICE AMPLIFIER BATTERY

1. Does the red power indicator light work properly?				
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SUBSECTION V-23 SELF CONTAINED BREATHING APPARATUS (SCBA)

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## C. SCBA BACKPACK

Y = YES N = NO

SERIAL NUMBER				
1. Can the backpack pressure gauge needle and face be seen clearly from the lens?				
2. Is the alarm whistle screwed on tightly?				
3. Is the alarm whistle orifice properly aligned and clear of debris? (orifice faces away from pressure gauge hose)				
4. Is the air cylinder coupling and bail nose O-ring free from damage?				
5. Are all backpack air hoses and connectors free from cuts, cracks, abrasions or other damage?				
6. Is the backpack harness strap free from cuts, tears, abrasions or signs of heat or chemical damage, and are all strap fasteners tight?				
7. Are all harness strap buckles free from damage, and do they operate properly?				
8. Is the second stage regulator free from cracks or heat damage?				
9. Is the second stage regulator face piece connector free from tears, cracks or other deterioration?				
10. Is the bypass valve and shut off lever free from cracks, deformities or does it bind during operation?				
11. Does the SCBA backpack operate properly and IAW PMS?				

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 SUBSECTION V-23 SELF CONTAINED BREATHING APPARATUS (SCBA)
 

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## D. SCBA FACE PIECE:

Y = YES/N = NO

SERIAL NUMBER				
1. Is the face piece lens free from cracks, scratches that impair normal vision, and loss of tightness with the face piece rubber?				
2. Is the second stage regulator inlet coupling free from damage?				
3. Is the exhalation valve disk clean and free of debris?				

## E. BREATHING AIR COMPRESSOR

SERIAL NUMBER				
1. Is the air intake element clean and free of debris?				
2. Are all nuts, screws, and fasteners tight?				
3. Are fluid levels being maintained IAW PMS?				
4. Does the v-belt operate IAW PMS? (test during start-up)				
5. Is the charging system air quality being checked IAW PMS and the results being logged in a designated logbook?				
6. Are the compressor pressure gauges calibrated?				
7. Is the compressor free of fluid leaks?				

SUBSECTION V-23 SELF CONTAINED BREATHING APPARATUS (SCBA)

Remarks:

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Assessor(s) : \_\_\_\_\_

Date: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION V DAMAGE CONTROL

## SUBSECTION V-24 HAZARDOUS MATERIAL

REFERENCES: (a) OPNAVINST 5100.19 (Series)  
 (b) OPNAVINST 3120.32 (Series)

**A. DAMAGE CONTROL ASSISTANT****Y = YES N = NO**

1. Does the DCA train and supervise the Damage Control Teams in combating HM spills? (IAW Ref.a, Pg B3-7, Para.K(1))				
2. Does the DCA conduct annually, 1 hazmat spill drill per Damage Control Team? (IAW Ref.a, Pg B3-7, Para.K(1))				
3. Does the DCA provide training to divisions regarding the response procedures of HM spills? (IAW Ref.a, Pg B3-7, Para.K(2)and Appendix B-3-A. Enclosure (1)) a. Discovery and Notification. b. Initiation of Action. c. Evaluation. d. Containment and Damage Control. e. Dispersion of Gases/Vapors. f. Cleanup and Decontamination. g. Disposal of Contaminated Materials. h. Certification of Re-entry. i. Follow-up Reports.				
4. Is the hazardous material spill response kit IAW AEL 2-550024007?(IAW Ref.a Pg B3-7, Para.K(3))				

SUBSECTION V-24 HAZARDOUS MATERIAL

Y = YES N = NO

5. Does the DCA maintain a current list of the hazardous material survey in Damage Control Central? (IAW Ref.b Pg 6-292, Para.3(b))				
6. Does the DCA maintain the latest version of all MSDS sheets in Damage Control Central? (IAW Ref.b, Pg 6-292, Para.3(b))				
7. Does the ship have a Strip Ship Bill tailored to the ship? (IAW Ref.b, Pg 6-289)				

**B. STATUS OF HAZARDOUS MATERIAL RESPONSE KIT IAW AEL  
2-550024007**

Y = YES N = NO

NAME	USN	U/I	AMOUNT		
30 GALLON DRUM	8810-00-866-1728	EA	1		
ABSORBENT SOCK, 46" X 3" IN DIAMETER	7930-01-353-6415	BX	6		
DUSTPAN RUBBER	7290-00-616-0109	EA	1		
SQUEEGE 12" BLADE	7290-00-224-8339	EA	1		
SCRUB BRUSH	7290-00-282-2470	EA	1		
GOOGLE	4240-00-190-6432	PR	6		
LOCKER 30" X 17" X 17"	2090-00-368-4764	EA	1		
APRON/ATTACHED SLEEVES	8105-01-183-4764	EA	10		
SEALING TAPE 2"W X 36 YARDS POLYETHENE	7510-01-362-7043	RO	1		
GLOVES, RUBBER NITRILE	8415-01-013-7382	PR	3		
GLOVES, RUBBER BUTYL	8415-00-753-6553	PR	3		
GLOVES, RUBBER SURGICAL	6515-01-149-8841	PG	12		
TONGS 9"	7330-00-616-0998	EA	1		
BAGS PLASTIC, 36" X 54"	8105-00-848-9631	BX	12		
LITMUS PAPER	6640-00290-0146	HD	1		

SUBSECTION V-24 HAZARDOUS MATERIAL

**Y = YES N = NO**

NAME	USN	U/I	AMOUNT		
DOT EMERGENCY RESPONSE HANDBOOK	7601-01-350-5837	EA	1		
LABLES, HAZARDOUS WASTE	0116-LF-051-0020	PG	50		
LABLES, PCB	0116-LF-008-6500	PG	25		
COVERALLS/ATTACHED HOOD AND BOOTS MEDUIM	8415-01-415-7451	BX	1		
COVERALLS/ATTACHED HOOD AND BOOTS LARGE	8415-01-415-7450	BX	1		
PILLOW ABSORBENT ½ CF	7930-01-353-6414	BX	20		
HANDLE DECK BRUSH	7920-00-141-5452	EA	1		
DECON AGENT	6850-01-230-8556	CN	1		
HANDLE SQUEEGEE	7920-00-141-5452	EA	1		

Remarks: \_\_\_\_\_

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Assessor(s): \_\_\_\_\_

Date: \_\_\_\_\_

**DASMN  
AFLOAT SELF-ASSESSMENT CHECKSHEETS  
FOR MHC CLASS SHIPS**

**SECTION VI MEDICAL**

**SUBSECTION VI-1 MEDICAL TRAINING/ADMINISTRATION**

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**REFERENCES:** The references listed are basic and are not all inclusive.

- a. CNSL 6000.1(series), Shipboard Medical Guide
- b. FXP-4, Fleet Exercise Publications for Mobility, Logistics, Fleet Support Operations, Non-combat operations and Explosive Ordnance Disposal exercises
- c. CNSL 3502.2(series), Surface Force Training Manual
- d. NAVMED P-5041, Treatment of Chemical Agent Casualties and Conventional Military Chemical Injuries
- e. NAVEDTRA 10669-C, Rate Training Manual for HM 3&2  
OPNAV 3120.32(series), Standard Organization and Regulations of the US Navy
- f. SECNAVINST 5215.1, Department of the Navy Directives Issuance System

**A. Medical Personnel/Non-Medical Personnel/Stretcher Bearers/SAR Rescue swimmer**

- 1. Are continuing general medical/first aid training programs for stretcher bearers, non-medical personnel and medical personnel conducted and documented in accordance with Ref a.(Ch 2), b. (Ch 8), c. and d..... Y / N
- 2. Is SAR/Rescue swimmer training conducted in accordance with Ref a.(2111)..... Y / N
- 3. Is a Medical Training Team (MTT) established and functioning in accordance with Ref a. (2101)..... Y / N
- 4. Is MDR a member of DCTT in accordance with Ref a. (2101)..... Y / N

**B. Medical Personnel/Stretcher Bearers**

1. Are assigned HMs/stretcher bearers trained and familiar with proper operation and maintenance of emergency medical materials and equipment on board? Ref a. (2110).
  - a. Oxygen tanks and regulators. Ref a. (4314).. Y / N
  - b. Fresh/potable water systems. Ref a. (4303).. Y / N
  - c. Surgical/emergency lighting. Ref a. (4303).. Y / N
  - d. Hand operated resuscitator. Ref e. (Ch 4).. Y / N
  - E. Stretcher/litters carried on board.  
Ref a. (2102, 4406)..... Y / N

**C. Medical Department Emergency Bills**

1. Is the Medical Department's Battle doctrine current? Ref a. (1311, App E) and f. (Para 1.3)  
..... Y / N
2. Is the Medical Department's Mass Casualty bill current? Ref a. (1311, App D) and f. (Para 1.3). Y / N
3. Does the Ship's General Emergency Bill contain current CBR doctrine? Ref a. (4505), e. (art 640.1) and f. (Para 1.3)..... Y / N

**D. Training Accessories**

1. Is there a complete moulage set available to conduct general first aid training?  
Ref a. (2112) and b..... Y / N
2. Is a Training Gun Bag with sufficient supplies to support FXP drills available? Ref a. (2112).. Y / N
3. Is a CPR manikin available to conduct training?  
Ref a. (2112)..... Y / N



SUBSECTION VI-1 MEDICAL TRAINING/ADMINISTRATION

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**E. Watch Quarters and Station Bill**

1. Is a current Watch Quarters and Station Bill visibly posted in sickbay, to include stretcher bearers by name and repair party assignment (minimum of **FOUR** per locker)? Ref a. (1302)..... Y / N

REMARKS \_\_\_\_\_

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EVALUATOR (S) : \_\_\_\_\_

DATE : \_\_\_\_\_

**DASMN  
AFLOAT SELF-ASSESSMENT CHECKSHEETS  
FOR SURFACE SHIPS**

**SECTION VI MEDICAL**

**SUBSECTION VI-2 EMERGENCY MEDICAL MATERIAL AND EQUIPMENT**

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**REFERENCES:**

- a. CNSL 6000.1(series), Shipboard Medical Guide
- b. OPNAVINST 5100.19(series), Navy Occupational Safety and Health (NAVOSH) Program Manual for Forces Afloat
- c. OPNAVINST 3120.32(series), Standard Organization and Regulations of the US Navy
- d. NAVMED P-5010, Manual of Naval Preventive Medicine
- e. NAVMED P-5095, First Aid for Poisoning and Overdoses
- f. P-117, Manual of the Medical Department

**A. Is the following emergency medical material and equipment available in required amounts, properly stored and suitable for use? Ref a., b. and f.**

- 1. IDC Emergency Response Kit, AMAL 0924. Ref a. (4302, app M.) ..... Y / N
- 2. Oxygen. Ref a. (4314), b. and NAVSEA Drawing 803-5184287 ..... Y / N
- 3. Surgical/Emergency Lighting. Ref a. (4303) and NAVSEA 0964-000-2000 ..... Y / N
- 4. Fresh/Potable Water Supply with an appropriate plumbing diagram and instructions for filling/emptying. Ref a. (4303) and d. (art 6-32) ..... Y / N
- 5. Surgical Instruments/Minor Suture Sets. Ref a. (4315, App M) ..... Y / N
- 6. Medical Locker for medical supplies and equipment. Ref a. (4303) ..... Y / N

## **SUBSECTION VI-2 EMERGENCY MEDICAL MATERIAL AND EQUIPMENT**

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7. Operating Table or suitable substitute equipped with patient securing straps and pads. Ref a. (4303) ..... Y / N
8. Surgical sink equipped with operable knee-lever action valves. Ref a. (4303) ..... Y / N

### **B. Other Emergency Medical Equipment.**

1. First Aid Boxes, AMAL 0927
  - a. Are first aid boxes located where personnel are assigned to work stations and principal passageways used by repair locker parties? Ref a. (4305, App K) ..... Y / N
  - b. Are first aid boxes properly marked and stocked? Ref a. (4305) ..... Y / N
  - c. Are contents divided into equal thirds and stored in plastic bags? Ref a. (4305) ..... Y / N
  - d. Are the first aid boxes secured using anti-pilferage devices? Ref a. (4305) ..... Y / N
  - e. Are first aid boxes inventoried semiannually with dates of inventory documented on the first aid box inventory list? Ref a. (4305) ..... Y / N

## **SUBSECTION VI-2 EMERGENCY MEDICAL MATERIAL AND EQUIPMENT**

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### 2. First Aid Kit, Gun Crew (Gun Bags)

- a. Is each repair locker party provided with gun bag for use by the assigned stretcher bearers? Ref a. (4306)..... Y / N
- b. Are gun bags stocked with required medical supplies? Ref a. (4306)..... Y / N
- c. Are plastic bags used to protect the contents? Ref a. (4306)..... Y / N
- d. Are suitable anti-pilferage devices used to secure gun bags? Ref a. (4306)..... Y / N
- e. Are gun bags inventoried semiannually with dates of inventory documented on the gun bag inventory list? Ref a. (art 4306)..... Y / N

### 3. Portable Medical Lockers (PMLs), AMAL 0964

- a. Are the required number of PMLs on board? Ref a. (4304, App K)..... Y / N
- b. Are the PML'S properly distributed and secured in mounting brackets? Ref a. (4304).. Y / N
- c. Are PMLs properly marked and stocked with required medical supplies? Ref a. (4304)..... Y / N
- d. Are plastic bags used to protect the contents and a pad lock used to secure the PML? Ref a. (4304)..... Y / N
- e. Are PML's inventoried semiannually with dates of inventory documented on the PML inventory list? Ref a. (4304)..... Y / N

## **SUBSECTION VI-2 EMERGENCY MEDICAL MATERIAL AND EQUIPMENT**

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### **4. Stretchers and Litters**

- a. Are the required number of Reeves Sleeve stretchers, Sea-Air Rescue litters and Flotation Stokes Stretcher on board?  
Ref a. (4308)..... Y / N
- b. Are stretchers and litters properly dispersed throughout the ship? Ref a. (4308)..... Y / N
- c. Is each repair locker equipped with properly rigged manila/nylon handling lines?  
Ref a. (4308)..... Y / N
- d. Are stretchers and litters in serviceable condition and stenciled with required information? Ref a. (4308)..... Y / N

### **5. First Aid Kits, Small Craft (NSN 6545-01-459-1115)**

- a. Are there sufficient small craft boxes for all ship's boats? Ref a. (4306) ..... Y / N
- b. Are small craft boxes properly stocked?  
Ref a. (4306)..... Y / N
- c. Are small craft boxes inventoried semiannually with dates of inventory documented on the small craft box inventory list? Ref a. (4306)..... Y / N
- d. Are boat box contents placed in a plastic bag and sealed with a suitable anti-pilferage device? Ref a. (4306)..... Y / N

**SUBSECTION VI-2 EMERGENCY MEDICAL MATERIAL AND EQUIPMENT**

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7. Antidote Locker, AMAL 0925

- a. Is a properly marked antidote locker readily available? Ref a. (4307)..... Y / N
- b. Is the antidote locker properly stocked?  
Ref a. (4307) and f. (Ch. 21)..... Y / N
- c. Is an alphabetical inventory list designating shelf location posted on the inside and out?  
Ref a. (4307)..... Y / N
- d. Is the locker inventoried semiannually or when the anti-pilferage device is broken with dates of inventory documented on the inventory list? Ref a. (4307)..... Y / N
- e. Is the locker properly secured with an anti-pilferage device that is easily broken?  
Ref a. (4307) and e..... Y / N
- f. Are the poison control numbers posted?  
Ref a. (4307)..... Y / N
- g. Is a airway and CPR procedure poster displayed at or near the antidote locker?  
Ref a. (4307) ..... Y / N

**SUBSECTION VI-2 EMERGENCY MEDICAL MATERIAL AND EQUIPMENT**

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8. CBR Defense Materials

- a. Are the required numbers of CBR defense materials on board? Ref a. (4310)..... Y / N
- b. Are CBR defense materials properly stored? Ref a. (4310)..... Y / N
- c. Are the CBR defense materials inventoried semiannually with dates of inventory documented on the inventory list? Ref a. (4310)..... Y / N

REMARKS \_\_\_\_\_  
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EVALUATOR(S) : \_\_\_\_\_

DATE : \_\_\_\_\_

REV: 09/01

**FLEET TRAINING GROUP  
AFLOAT SELF-ASSESSMENT CHECKSHEETS**

**SECTION VI MEDICAL  
SUBSECTION VI-3 MEDICAL ASA II SUMMARY**

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<b>I. EVALUATION SECTION</b>	<b>SAT</b>	<b>UNSAT</b>
A. SUBSECTION 1 - Medical Training	( )	( )
B. SUBSECTION 2 - Emergency Medical Material and Equipment	( )	( )

Command Assessment of Readiness and Training I (CART I)

conducted on \_\_\_\_\_ thru \_\_\_\_\_ by \_\_\_\_\_

**Date                      Rate/Rank, Name, NEC**

Reviewed on \_\_\_\_\_ by ATG \_\_\_\_\_

**Date                      Rate/Rank, Name, NEC**

CART II conducted on \_\_\_\_\_ thru \_\_\_\_\_ by ATG \_\_\_\_\_

REMARKS \_\_\_\_\_  
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EVALUATOR(S) : \_\_\_\_\_

DATE : \_\_\_\_\_



## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

SECTION VII SHIP'S ELECTRONIC REPAIR TEAM/COMBAT SYSTEMS  
TRAINING TEAMSUBSECTION VII-1 COMBAT SYSTEMS TRAINING TEAM ADMINISTRATION

**NOTE** All references are CNSL/CNSPINST 3502.2(Series) unless otherwise noted.

- A. Has combat systems and casualty control training been conducted by the CSTT? (para 3403) ..... Y / N
- B. Have training shortfalls been identified? (para 3405.a.(2)) ..... Y / N
- C. Has training been scheduled to correct deficiencies? (para 3405.a.(2)) ..... Y / N
- D. Have records of past training evolutions been retained for one year? (para 3405.b.(7)) ..... Y / N
- E. Has periodic Integrated Casualty Control Training been conducted by the following?(para 3404):
  - 1. CSTT..... Y / N
  - 2. ECCTT..... Y / N
  - 3. DCTT..... Y / N
- F. Have operational scenarios been developed to train and evaluate operators and technicians? (para 3404.c) ... Y / N
- G. Is there a current file of approved CSCCEs? (para 3405.b.(5)) ..... Y / N
- H. Have CSTT members been trained in the proper conduct of their duties in the following areas? (para 3405.b.(3)):
  - 1. Casualty initiator..... Y / N
  - 2. Exercise evaluator..... Y / N
  - 3. Safety observer and trainer..... Y / N
- I. Are training records maintained which reflect the conduct of all CSTT supported functions and CSTT member qualifications? (para 3405.a.(4)) ..... Y / N
- J. Are personnel assigned to CSTT, PQS qualified for the watch stations they are assigned to supervise, evaluate and train? (para 3405.d.(1)) ..... Y / N

SUBSECTION VII-1 COMBAT SYSTEMS TRAINING TEAM ADMINISTRATION

- K. Has a long-range CSTT training plan been established  
to provide phased training in CSCCEs?  
(para 3405.b.(4)) ..... Y / N
- L. Does the STO/EMO maintain a Master Electronics Casualty  
Control Manual (for ships without CSOSS)?  
(para 3405.b.(5)) ..... Y / N

REMARKS \_\_\_\_\_  
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ASSESSOR(S) : \_\_\_\_\_

DATE : \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

SECTION VII SHIP'S ELECTRONIC REPAIR TEAM/COMBAT SYSTEMS  
TRAINING TEAM

## SUBSECTION VII-2 EXERCISE PLANNING

**NOTE** All references are CNSLINST 3500.17(Series) unless otherwise noted.

## A. Did the pre-exercise brief include the following:

1. Objectives of the drill (SUBSECTION A-3.a)..... Y / N
2. CSTT coordination and communication  
(SUBSECTION A-3.b)..... Y / N
3. Disclosure procedures and timing  
(SUBSECTION A-3.e)..... Y / N
4. Casualty insertion and timing(SUBSECTION A-3.f).. Y / N
5. Consideration of embedded training devices  
(SUBSECTION A-3.c)..... Y / N
6. Consideration of authorized simulations..... Y / N

B. Were team members qualified to observe the watchstation  
to which they were assigned? Para 3405.d.(1) ..... Y / NC. Were safety considerations discussed?  
(subsection A-3.g) ..... Y / ND. Were previous critiques reviewed for lessons learned?  
(SUBSECTION A-5.b) ..... Y / N

REMARKS \_\_\_\_\_

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ASSESSOR(S) : \_\_\_\_\_

DATE : \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

SECTION VII SHIP'S ELECTRONIC REPAIR TEAM/COMBAT SYSTEMS  
TRAINING TEAMSUBSECTION VII-3 EXERCISE EVALUATION

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NOTE All references are CNSLCNSPINST 3502.2(series) unless otherwise noted.

- A. Did CSTT execute the CSTE effectively and realistically enough that the watchteam was given the opportunity to meet drill objectives? ..... Y / N
- B. Did CSTT communicate effectively between watchstations? (Subsection B-2.b) ..... Y / N
- C. Did drill initiators follow approved tactical scenarios/CSCC drill cards? (Subsection B-1.a) ..... Y / N
- D. Were casualty control drills realistic? (Subsection B-1.a) ..... Y / N
- E. Were timeline adjustments, restarts, and problem freezes handled smoothly? (Subsection B-2.b) ..... Y / N
- F. Were embedded training devices considered and utilized? (Subsection B-2.e) ..... Y / N
- G. Did drill evaluators provide only minimum prompting to watchstanders? ..... Y / N

REMARKS \_\_\_\_\_

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ASSESSOR(S) : \_\_\_\_\_

DATE : \_\_\_\_\_

AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

SECTION VII SHIP'S ELECTRONIC REPAIR TEAM/COMBAT SYSTEMS  
TRAINING TEAM

SUBSECTION VII-4 EXERCISE CRITIQUE

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NOTE All references are CNSL/CNSPINST 3502.2(Series) unless  
otherwise noted.

- A. Were watchstation debriefs conducted?  
(Subsection A-5.a) ..... Y / N
- B. Were problem areas and training short-falls covered?  
(Subsection B-2.c) ..... Y / N
- C. Were exercise objectives accurately assessed, and  
were all major deficiencies identified? ..... Y / N
- D. Were deficiencies noted for lessons learned? ..... Y / N

REMARKS \_\_\_\_\_  
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ASSESSORS(S) : \_\_\_\_\_

DATE : \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

SECTION VII SHIP'S ELECTRONIC REPAIR TEAM/COMBAT SYSTEMS  
TRAINING TEAMSUBSECTION VII-5 COMMUNICATIONS ADMINISTRATION

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**CRA CHECKSHEET**

## A. INSPECTION/VISIT STATUS:

CRA:                      Date: \_\_\_\_\_  
                                     Conducted by: \_\_\_\_\_

CRC:                      Date: \_\_\_\_\_  
                                     Grade: \_\_\_\_\_  
                                     Conducted by: \_\_\_\_\_

NWPL:                    Date: \_\_\_\_\_  
                                     Grade: \_\_\_\_\_  
                                     Conducted by: \_\_\_\_\_

SCA:                      Date: \_\_\_\_\_  
                                     Grade: \_\_\_\_\_  
                                     Conducted by: \_\_\_\_\_

## B. POINTS OF CONTACT:

COMMO .....Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 LCPO .....Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 LPO .....Name: \_\_\_\_\_ Phone: \_\_\_\_\_

## C. MANNING

NOTE: THE FOLLOWING REFERENCES PERTAIN TO THESE CHECKS:

- NAVY ENLISTED MANPOWER AND PERSONNEL CLASSIFICATIONS AND OCCUPATIONAL STANDARDS MANUAL, NAVPERS 18068
- SHIP MANPOWER DOCUMENT (SMD) FOR SHIP CLASS, OPNAV 5320 SERIES.

1. Are the current duties, responsibilities, authority and organizational relationships of personnel within the division set forth in written form? (SORM/COMM Doctrine)..... Y / N
2. Are assignments IAW Ship's Manning document and/or applicable NWP Tactical Doctrine?..... Y / N

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 SUBSECTION VII-5 COMMUNICATIONS ADMINISTRATION
 

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3. Is copy of EDVR available?..... Y / N

4. Are sufficient personnel assigned (EDVR):

	BA	NMP	ONBRD	LOSSES	GAINS
RMCN	_____	_____	_____	_____	_____
RMCS	_____	_____	_____	_____	_____
RMC	_____	_____	_____	_____	_____
RM1	_____	_____	_____	_____	_____
RM2	_____	_____	_____	_____	_____
RM3	_____	_____	_____	_____	_____
RMSN	_____	_____	_____	_____	_____
NEC(2379)	_____	_____	_____	_____	_____
NEC(2720)	_____	_____	_____	_____	_____
NEC(2780)	_____	_____	_____	_____	_____
NEC(2735)	_____	_____	_____	_____	_____

**Note: BA - Billets Authorized**

**NMP - Navy Manning Plan**

**COB - Current onboard**

#### D. INSTRUCTIONS/BILLS/DOCTRINE

##### 1. Watch, Quarter and Station Bill

- a. Are all personnel included on the Watch quarter and Station Bill and is it up-to-date?  
(OPNAVINST 3120.32)..... Y / N
- b. Is the Watch quarter and Station Bill conspicuously posted? (OPNAVINST 3120.32..... Y / N
- c. Are the following assignments made on the division's Watch quarter and Station Bill?  
(OPNAVINST 3120.32)
  - 1) Condition I..... Y / N
  - 2) Condition III..... Y / N
  - 3) Condition IM ..... Y / N
  - 4) Condition IIM ..... Y / N

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- 5) Condition IIMH ..... Y / N  
 6) Abandon Ship (Lifeboats) ..... Y / N  
 7) Man Overboard ..... Y / N

 REMARKS \_\_\_\_\_  
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ASSESSOR(S): \_\_\_\_\_

DATE: \_\_\_\_\_

2. Did the division have Standard Operating Procedures covering the following subjects (as applicable)(COMNAVSURFLANT OPORD 2000 ANNEX KILO):

- a. Fleet Multi-Channel Fleet Broadcast ..... Y / N  
 b. Single Channel Broadcast ..... Y / N  
 c. NSPC Broadcast (**Not Applicable**) ..... Y / N  
 d. Secondary Ship/Shore (Coast Guard) ..... Y / N  
 e. Primary Ship/Shore ..... Y / N  
 f. Full Period Terminations ..... Y / N  
 g. Single Channel (FSK) Terminations ..... Y / N  
 h. VFCT Terminations(**Not Applicable**) ..... Y / N  
 i. UHF AUTOCAT and Middleman Operations ..... Y / N  
 j. Fleet Teletype Conference Net (FTCN)(**Not Applicable**) ..... Y / N  
 k. Interim Command Switch Board (ICSB) (**Not Applicable**) ..... Y / N  
 l. High Command Switch Board (SATHICOM) ..... Y / N  
 m. LIMDIS/SPECAT Procedures ..... Y / N  
 n. Over The Counter Service (**Not Applicable**) ... Y / N  
 o. NAVCOMPARS (**Not Applicable**) ..... Y / N



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p. NAVMACS..... Y / N

q. CUDIX (**Not Applicable**)..... Y / N

r. SOP directing general operating procedures  
for each system listed in NTP-4:

Bravo System (Tone MOD RATT Simplex TTY)..... Y / N

Charlie System (Tone MOD RATT Simplex TTY)... Y / N

Delta System (FSK Simplex TTY)..... Y / N

Golf System (FSK Duplex TTY)..... Y / N

Romeo System (VHF/UHF/SATCOM Secure Voice)... Y / N

Sierra System (MF/HF Secure Voice)..... Y / N

Uniform System (VHF/UHF Wideband Non-Secure  
Voice)..... Y / N

Yankee System (MF/HF SSB Non-Secure Voice)... Y / N

s. PMS ..... Y / N

t. CSMP ..... Y / N

u. MDCS (**Not Applicable**) ..... Y / N

v. CARP Procedures ..... Y / N

w. AMCROSS Procedures..... Y / N

x. Communications Shifts..... Y / N

y. Communications Guard List Changes..... Y / N

z. Required logs and files ..... Y / N

aa. AMVER Circuits ..... Y / N

bb. "Personal For" Message Procedures..... Y / N

cc. "For" Message Procedures..... Y / N

dd. Top Secret Message Procedures..... Y / N

ee. Distress Communications..... Y / N

ff. Communications Actions on Mobilization..... Y / N

gg. Pigeon Post Procedures ..... Y / N

hh. Emergency Destruction Procedures..... Y / N

ii. CRITIC Messages (Ref CINCLANTFLTINST/  
CINUSNAVEURINST S3820.4A) ..... Y / N

jj. Class "E" Message Procedures(**Not Applicable**). Y / N

kk. TICON Messages ..... Y / N

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ll. Harmful Interference and Procedures for reporting ..... Y / N  
 mm. Limited Range Intercept (LRI) Procedures .... Y / N  
 nn. Supply Coordination Petty Officer ..... Y / N  
 oo. 3M Supervisor ..... Y / N  
 pp. Publications Corrections Petty Officer ..... Y / N  
 qq. Training Petty Officer ..... Y / N  
 rr. Visitors Log ..... Y / N  
 ss. Access List ..... Y / N  
 tt. Amateur Radio/MARS Operations..... Y / N  
 uu. Fast Reaction Drill Procedures..... Y / N  
 vv. INMARSAT Procedures..... Y / N  
 ww. Total Ship's Test Program (TSTP) (**Not Applicable**)..... Y / N  
 xx. Quality Monitoring Control System (QMCS) .... Y / N  
 yy. Secret Message Handling Procedures..... Y / N  
 zz. DAMA Operating Procedures ..... Y / N  
 aaa.CHIRPSOUNDER Support (**Not Applicable**) ..... Y / N  
 bbb.NTDS Links (**Not Applicable**) ..... Y / N  
 ccc.JOTS (Not Applicable, Now JMCIS)..... Y / N  
 ddd.AUTOCAT Procedures ..... Y / N  
 eee.OTCIXS ..... Y / N  
**fff.Personnel Aloft Procedures ..... Y / N**  
**ggg.Gateguard Procedures..... Y / N**  
**hhh.Emergency Communications Equipment Procedures ..... Y / N**  
**iii.Portable Communications Equipment..... Y / N**  
**jjj.Burn Bag Procedures ..... Y / N**  
**kkk.Pre-underway check off ..... Y / N**  
**lll.MED Moore (Mediterranean Moore) ..... Y / N**  
**mmm.IFF ..... Y / N**  
**nnn.Beadwindow Procedures ..... Y / N**  
**ooo.Master Station Log ..... Y / N**

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ppp.Minimize Procedures ..... Y / N  
 qqg.Beadwindow Procedures ..... Y / N  
 rrr.Message Drafting ..... Y / N

NOTE: SOP'S a through eee required IAW CNSL OPORD 2000 ANNEX KILO. However some of these may not be required due to platform or it is just obsolete. SOP'S fff through ppp are not required but are highly recommended for operating purposes.

REMARKS\_\_\_\_\_

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ASSESSOR(S): \_\_\_\_\_

DATE: \_\_\_\_\_

E. COMMUNICATIONS PUBLICATIONS  
 (NTP-4D, NWP-1-01, OPNAVINST 5510.1H, OPNAVINST 5605.19, ALCOM 20/96, ALCOM 48/95)

1. Are required publications, directives, and technical instructions on the overall operational capability of the division readily available?..... Y / N
2. Are correct and effective editions of the following references available to Radio personnel:

DIRECTIVE	SHORT TITLE	
ACP-113 AD	ALL SIGN SHIPS .....	Y / N
ACP-124 D	COMMUNICATIONS INSTRUCTIONS RADIOTELEGRAPH PROCEDURES .....	Y / N
ACP-125 E	COMMUNICATIONS INSTRUCTIONS RADIOTELEPHONE PROCEDURE .....	Y / N
ACP-126 C	COMMUNICATIONS INSTRUCTIONS TELETYPE/TELEPRINTER .....	Y / N
ACP-127 G	COMMUNICATIONS INSTRUCTIONS TAPE RELAY PROCEDURES .....	Y / N

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ACP-131 E	COMMUNICATIONS INSTRUCTIONS OPERATIONAL SIGNALS .....	Y / N
ACP-131 US SUPP-1 D	COMMUNICATIONS INSTRUCTIONS OPERATIONAL SIGNALS (US ONLY) .....	Y / N
ACP-135 E	DISTRESS/RESCUE PROCEDURES .....	Y / N
FXP-3 (G)	STW/ASU/INT/ELW/CCC EXERCISES .....	Y / N
<b>JANAP 119(K)</b>	.....	Y / N
<b>JANAP 128(J)</b>	.....	Y / N
<b>NTP-2 SECTION I(D)</b>	<b>SATELLITE COMMUNICATIONS (DSCS) .....</b>	<b>Y / N</b>
<b>NTP-2 SECTION II(E)</b>	<b>SATELLITE COMMUNICATIONS (SHF) .....</b>	<b>Y / N</b>
<b>NTP-2 SECTION III</b>	<b>SATELLITE COMMUNICATIONS (EHF) .....</b>	<b>Y / N</b>
NTP-3(J)	TELECOMMUNICATIONS USERS MANUAL .....	Y / N
NTP-3 SUPP-1(K)	AIG/CAD HANDBOOK .....	Y / N
NTP-4(D)	FLEET COMMUNICATIONS .....	Y / N
NTP-5(B)	VOICE COMMUNICATIONS .....	Y / N
NTP-6(D)	FREQUENCY MANAGEMENT .....	Y / N
NTP-8(B)	MARS .....	Y / N
CMS-21A	COMMUNICATIONS SECURITY MATERIAL SYSTEM POLICY/PROCEDURES MANUAL .....	Y / N
DPVS 5.2E	DISTRIBUTED PLAIN LANGUAGE VERIFICATION SYSTEM .....	Y / N
MTF EDITOR 5.0	MESSAGE TEXT FORMAT EDITOR .....	Y / N
TURBO PREP 2.02	MESSGAE TEXT FORMAT EDITOR .....	Y / N
NWP-4(B) (NWP 6-01)	BASIC OPERATIONAL COMMUNICATIONS DOCTRINE .....	Y / N
NWP-10-1-50 (NWP6-01.1)	BATTLE GROUP COMMUNICATIONS .....	Y / N
CINCLANTFLT OPORD 2000/PACFLT OPORD 201/ CINUSNAVEUR OPORD 4000.....	.....	Y / N
FLEET COMMOPLAN (ANNEX K) .....	.....	Y / N
COMNAVSURFLANT OPORD 2000 ANNEX K (NAVSURFLANT COMMOPLAN) .....	.....	Y / N
COMSECONDFLT OPORD 2000 ANNEX K (23APR92) .....	.....	Y / N

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SOMARCOMPLAN (NATO) ..... Y / N  
 COMUSNAVCENT OPORD 1000-98 ..... Y / N  
 MIN-DAMA UHF Operator Handbook ..... Y / N  
 Navy UHF SATCOM System Descriptions ..... Y / N  
 NCTAMS LANT/MED FTP  
 C2300.1A ..... Y / N  
 RADIO USERS TELEPHONE HANDBOOK ..... Y / N  
 Atlantic HF Mobile Communications Network (MCN)  
 DTD Feb 88 (ALCOMLANT ALFA 06/90) ..... Y / N  
 SECNAVINST 5510.30A (DON Personnel Security program .... Y / N  
 SECNAVINST 5510.36 (DON Information Security Program) .. Y / N  
 3. Is the NWPL stamp & copy number affixed to each  
 pub? (NWP 1-01)..... Y / N  
 4. Are page checks conducted upon receipt &  
 annually? (NWP 1-01)..... Y / N  
 5. Are classified NATO pubs clearly marked NATO?.... Y / N  
 6. Do personnel who have been granted access to  
 NATO pubs receive an annual brief? (OPNAVINST  
 C5510.101 and CNSLINST 5510.1K)..... Y / N  
 7. Are NWPL Watch-to-Watch inventories being  
 conducted on a daily basis for all publications  
 and did all signatures appear in ink? (NTP-4D  
 PARA 506)..... Y / N  
 8. Are publications watch-to-watch inventories  
 maintained for at least thirty days? (NTP-4D  
 PARA 506)..... Y / N

NOTE: NTP-2 SECTION I, II, & III may not be required  
 for ships not having EHF or SHF, however should be  
 maintained for in-rate training purposes.

REMARKS \_\_\_\_\_

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ASSESSOR(S): \_\_\_\_\_

DATE: \_\_\_\_\_

## SUBSECTION VII-5 COMMUNICATIONS ADMINISTRATION

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### F. LOGS AND RECORDS (NTP-4D SEC. V)

1. Are the following records and logs maintained as required?

- a. Broadcast (24 hours) (PARA 455)..... Y / N
- b. Master Station Log (12 months) (PARA 455).... Y / N
- c. Broadcast Circuit Number Log (24 hours (PARA 442)..... Y / N
- d. Central Message Log (30 days) (PARA 439)..... Y / N
- e. Circuit logs TTY(5days) (PARA 455)..... Y / N
- f. Communications Center Master File (30 days) (PARA 447) (OPTIONAL) ..... Y / N
- g. Cryptocenter File (2 years) (PARA 448)..... Y / N
- h. General Message File (when cancelled) (PARA 452)..... Y / N
- i. Monitor Rolls (24 hours) (PARA 455)..... Y / N
- j. Top Secret Control Log (60 days) (PARA 455).. Y / N

2. Are the following General Message files up-to-date and conspicuously marked with the highest classification of contents? (NWP-6-01 FORMERLY NWP-4)

- a. ALCOM..... Y / N
- b. ALCOMLANT ALFA ..... Y / N
- c. ALDODACT..... Y / N
- d. ALFOODACT..... Y / N
- e. ALLANTFLT..... Y / N
- f. ALMILACT..... Y / N
- g. ALNAV..... Y / N
- h. ALNAVSURFLANT..... Y / N
- i. ALSECONDFLT..... Y / N
- j. ALSVCACT ..... Y / N
- k. JAFPUB ..... Y / N
- l. LANTADMIN..... Y / N
- m. NAVOP..... Y / N

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 SUBSECTION VII-5 COMMUNICATIONS ADMINISTRATION
 

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n. ALCIB..... Y / N  
 o. NAVACT..... Y / N  
 p. NAVADMIN..... Y / N  
 q. NAVPUP..... Y / N  
 r. ALSAFE ..... Y / N  
 s. PACADMIN ..... Y / N

## G. MISCELLANEOUS

1. Has the command promulgated a list which identifies those personnel granted releasing authority; to include release authority during minimize? (NTP-4D PARA 406)..... Y / N
2. Are COMMSHIFTS being drafted in accordance with NTP-4D ANNEX A?..... Y / N
3. Are the following items posted, as appropriate:
  - a. EEFI Listings in radio (NTP-4D PARA 514b)?... Y / N
  - b. Status Boards in radio and Status Sheets marked CONFIDENTIAL when filled in)? (NTP-4D PARA 639)..... Y / N
    - 1) Title?..... Y / N
    - 2) S/R Frequency?..... Y / N
    - 3) Circuit Designator?..... Y / N
    - 4) XMTR/RCVR?..... Y / N
    - 5) Terminal Equipment?..... Y / N
    - 6) CRYPTO Equipment and Restart Times?..... Y / N
    - 7) Remotes?..... Y / N
    - 8) Remarks?..... Y / N
  - c. Circuit Status Sheets at each operating position (NTP-4D PARA 639D)..... Y / N
    - 1) Circuit Designator ..... Y / N
    - 2) Frequency in use(not required on Multi-chnl systems ..... Y / N
    - 3) Address Designators(i.e. Call Signs) .... Y / N
    - 4) Identification of NECOS/ALTNECOS ..... Y / N

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- 5) Status of all stations(UP/DWN/EMCON) .... Y / N
4. Are the OPSIGS ZNZ, ZPW, or ZZZ, as appropriate, used on all time-sensitive messages addressed to afloat commands/activities: (TAB D to APPENDIX 4 to ANNEX K to CLF OPOD 2000-92)..... Y / N
5. Are diskettes utilized for message processing serialized and inventoried on a regular basis (which include labeling during the format process? (OPNAVINST 5239.1 APPENDIX L ART C.2.E).. Y/ N

 REMARKS \_\_\_\_\_  
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ASSESSOR(S): \_\_\_\_\_

DATE: \_\_\_\_\_

## H. COMMUNICATIONS SECURITY

1. Are the access points to all security areas designated as "Security Areas" with appropriate notices posted? (OPNAVINST 5510 art 13-3) ..... Y / N
2. Are personnel with "RESTRICTED" access to communications spaces authorized by entry in the visitors log and escorted(NTP-4D PARA 510)..... Y / N
3. Are there effective identification procedures implemented to gain access to communications spaces? (OPNAVINST 5510.1 ART 24-2)..... Y / N
4. Does the visitor log contain all required column captions? (NTP-4D PARA 511)
  - a. DATE..... Y / N
  - b. VISITOR PRINTED NAME..... Y / N
  - c. RANK/RATE/CIVILIAN..... Y / N
  - d. ORGANIZATION..... Y / N
  - e. PURPOSE..... Y / N
  - f. VISITORS SIGNATURE..... Y / N
  - g. AUTHORIZING SIGNATURE..... Y / N
  - h. ESCORTS NAME..... Y / N
  - i. TIME IN..... Y / N



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- j. TIME OUT..... Y / N
- 5. Are the visitor's logs maintained for two-years?  
(NTP-4D PARA 511)..... Y / N
- 6. Is a list of individuals who have been granted  
access to classified communications spaces  
maintained and is the list posted conspicuously  
and in close proximity to the communications  
entrance(s)? (NTP-4 PARA 511a)..... Y / N
- 7. Have personnel been authorized in writing by the  
Commanding Officer to operate/use on-line CRYPTO  
systems? (CMS-21 ART 505d)..... Y / N

 REMARKS \_\_\_\_\_
   
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ASSESSOR(S): \_\_\_\_\_

DATE: \_\_\_\_\_

## I. COMMUNICATIONS MATERIAL SYSTEM (CMS)

## 1. EXTERNAL LOCAL ELEMENT (ELE) CUSTODIAN

**Note: All CMS insecurities & practices dangerous to security must be reported promptly in accordance with the procedures set forth in FSAINST 2280.1**

- a. Is the visitor's log used per NTP-4(c) ART.  
511, retained for a period of one (2) years?  
(CMS-21A Art. 550e(d))..... Y / N
- b. Is a short CMS awareness brief presented to  
all hands during "I" division..... Y / N
- c. Have all External Local Element (ELE)  
Custodians and alternates completed the  
Local Holder CBT'S within 30 days of  
appointment. (CMS 21A ART 310b) ..... Y / N
- d. Has the Local Holder CBT completion  
certificate been entered into service  
members service record (CMS-21A 420f (2)) .. Y / N
- e. Have all designated CMS Users completed CMS  
User PQS within three months of reporting  
(CMS-21A ART 420g) ..... Y / N

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**NOTE: IF NOT ALREADY INCORPORATED, RECOMMEND SHIP'S PLANNING BOARD FOR TRAINING PROVIDE THE CMS CUSTODIAN A TIME SLOT TO CONDUCT QUARTERLY CMS TRAINING.**

- a. Is the ELE custodian familiar with the following:
  - 1) CINCLANT/PAC/CINCUSNAVEURINST C2282.1  
(series) shipboard requirements for CMS?  
Current edition C2282.1 dtd 5 JAN 99..... Y / N
- b. Does the commanding officer conduct quarterly spot checks of their account?  
(FSAIINST 2280.1)..... Y / N
- c. Is the CMS TPI Container secured in such a manner that a single person, including the ELE custodian, cannot obtain sole access to keying material? (CMS-21A Art. 510A.(2))..... Y / N
- d. Is each vault or container used for the storage of classified material assigned a number or symbol for identification purposes and is it fixed in a conspicuous location on the outside of the safe? (OPNAVINST 5510.1 Art.14-1)..... Y / N
- e. Are SF-700 forms posted on the inside of each safe or container which stores classified material current? (OPNAVINST 5510.1 Art. 14-7) (CMS-21A Art. 520b)..... Y / N
  - 1) Date when the combination was changed last and was it changed within the required interval? ..... Y / N
  - 2) Does it have the names of personnel having knowledge of the combination and who is to be notified if the container is found open? ..... Y / N
  - 3) Is a record of all safe combinations of safes containing classified material maintained, sealed in an envelope (SF-700), PROPERLY CLASSIFIED and kept on file by the Security Manager. Duty Officer, Communication Officer or another person designated by the Commanding Officer? ..... Y / N
  - 4) Is the 5510/21 (Security Container Record located inside all CMS Safes? ..... Y / N

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- f. Are COMSEC material security container combination records protected (CMS-21A Art. 515e)..... Y / N
- g. Is security clearance data up-to-date and recorded on one of the following: OPNAV 5520/20, DON CAF Message or DC II Search and maintained in individual service records? (OPNAVINST 5510.1h)..... Y / N
- h. Spot check of ELE custodian, primary alternate, and CMS users (2 RM's, 1 ET or SM) security clearance:

Name	CLNC on access list	CLNC per 5520/20 form
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

- i. Do cryptographic maintenance personnel have DD form 1435 documented in their service record? (OPNAVINST 2221.3)..... Y / N
- j. Are Crypto maintenance personnel who require access to the Secure Electrical Information Processing Center granted access based up appropriate clearance commensurate with the performance of their duties? (NTP-4 Art510e) . Y / N

 REMARKS \_\_\_\_\_
   
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ASSESSOR(S) : \_\_\_\_\_

DATE : \_\_\_\_\_

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 SUBSECTION VII-5 COMMUNICATIONS ADMINISTRATION
 

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## 2. USERS (RADIOMAN)

- a. Has the ELE custodian provided specific written instructions to watch personnel/users concerning the handling, local custody, accountability and local destruction of comsec material? (FSAIINST 2280.1) ..... Y / N
- b. Have personnel been authorized in writing by commanding officer to access CMS keymat? (CMS-21A Art. 505d) ..... Y / N
- c. Has a CMS responsibility acknowledgment form completed by each CMS user? (FSAIINST 2280.1) ..... Y / N
- d. Are personnel authorized in writing by the Commanding Officer to operate/use on-line and off-line crypto systems? (NTP-4C Art 510b) ..... Y / N
- e. Do storage containers meet the minimum security requirements for the highest classification of material stored within? (CMS-21A Art. 520d(2), (OPNAVINST 5510.1h Chap. 14) ..... Y / N
- f. Are SF-700 forms posted on the inside of each safe or container which stores classified material current? (CMS-21A Art. 520b)(OPNAVINST 5510.101) ..... Y / N
- g. Are open/closure log (SF 702) and OPNAV FORM 5520/21 being maintained for each lock and/or container? (CMS-1 Art. 520b(2)) (CMS-21A Art. 520b) ..... Y / N
- h. CMS watch to watch inventories
  - 1) Are CMS watch-to-watch inventories regularly checked for accuracy and compliance with pertinent instructions? (CMS-21A Art. 775) ..... Y / N
  - 2) Conducted by appropriately cleared and authorized personnel as designated by the oncoming supervisor? (CMS-21A ART 775) ... Y / N
  - 3) Must contain date, watch times & signatures of both individuals conducting inventory. (CMS-21A Art. 775) ..... Y / N

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- 4) Paper keying material inventoried by short title, edition, and accounting number; equipment by short title, quantity, and/or accounting number? (CMS-21A 775) ..... Y / N
- 5) Is each copy of a multiple-copy key segment (which was removed from its canister) added to the inventory? (CMS-21A Art 775e.(4)) ..... Y / N
- 6) Is correct classified by/downgrading inst.'s used? (CMS-21A ART 775) ..... Y / N
- 7) Are watch-to-watch inventories maintained for at least thirty days? (CMS-21A Annex T) ..... Y / N
- i. Is the joint procedures manual NAG-16c/TSEC (Field Generation & Over-the Air Distribution of COMSEC Key in support of Tactical Operations and Exercises) available to all communication personnel? ..... Y / N
- j. Are communications personnel familiar with procedures for conducting over-the-air transfer/over-the-air rekey? (CNO LTR SER 941j/u556106 DTD 07 FEB 91) ..... Y / N

**NOTE: SELECT ONE E-4 OR BELOW TO WALK YOU THROUGH THE PROCEDURES**

- k. Do generating stations (OTAR/OTAT) and relaying/receiving stations maintain local accounting records? (OTAT) (Ref: CNO OTAT/OTAR manual appendix A para 1b (1)(2) ... Y / N
- l. Do OTAT/OTAR logs conform to examples shown in CMS-21A Chapter 9, ANNEX Q ..... Y / N
- m. Destruction:
  - 1) Unless exempt, is destruction of keying material, including zeroizing of fill devices occurring within 12 hours after suppression? (CMS-21A Art. 540e) ..... Y / N
  - 2) Is the destruction of CMS keying material accomplished no later than 12 hours after the crypto period? (CMS-21A ART 540e) ... Y / N

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- 3) Are local destruction reports (CMS-25) checked regularly for accuracy and compliance with pertinent instructions? . Y / N
- 4) Do local destruction reports (CMS-25) contain the short title, edition, SER number, and AL codes? ..... Y / N
- 5) Is destruction conducted by two properly cleared individuals, both CMS user qualified? ..... Y / N
- 6) Do local destruction reports contain two signatures or initials of both individuals destroying the material? .... Y / N
- 7) Is TPI being maintained on programmable keying devices (CYZ-10, OK-1, KYX-15 and KYK-13) and zeroized as part of the daily destruction procedures? (CMS-21A Art. 540)? ..... Y / N
- 8) Is the Keying material packaged in canisters containing multiple copies of each segment, being destroyed immediately after being used? (CMS-21 Art 540e) ..... Y / N
- 9) Is destruction accomplished correctly? (CMS-21A Art 540j) ..... Y / N
- 10) Are shredders checked after completion of destruction to ensure complete destruction? (CMS-21A Art 540) ..... Y / N
- 11) Are authorized destruction techniques utilized for destruction of paper COMSEC material? (CMS-21A Art 540j) ..... Y / N

REMARKS \_\_\_\_\_

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ASSESSOR(S) : \_\_\_\_\_

DATE : \_\_\_\_\_

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## 3. STU-III

- a. Has the command reported its User Representative (UR) Registration Data to the command authority (CNSL n611a2) ..... Y / N
- b. Are user rep assignments kept current and accurately reflected on the user rep acknowledgment form? ..... Y / N
- c. Is the ELE custodian familiar with the following:
  - 1) Secure telephone unit third generation (STU-III))..... Y / N
  - 2) Comsec material management manual (CMS-6) STU-III key management plan..... Y / N
- d. Is the ELE custodian aware of reporting procedures for COMSEC incidents and insecure practices? (FSAIINST 2280.1)..... Y / N
- e. Is the ELE custodian aware of the difference between Master Crypto Ignition Keys (CIK'S) and user CIK'S? (CMS-6 ART. 260e)
- f. Does the ELE custodian maintain the following records in accordance with CMS-6 chap. 5? )..... Y / N
  - 1) SEED Key inventory listing(USKAU'S) (ANNEX E to CMS-6) ..... Y / N
  - 2) Terminals listed on ACCOUNTABLE ITEM SUMMARY (RUNNING INVENTORY)(ANNEX E to CMS-6)..... Y / N
  - 3) Key running inventory (include column for insertion of serial number of terminal into which the key was loaded)(CIK Data Log IAW ANNEX F to CMS-6) ..... Y / N
  - 4) SF-153 transfer/receipt reports as pertinent to STU-III'S..... Y / N
  - 5) SF-153 destruction reports(if applicable)..... Y / N
  - 6) Messages relating to command STU-III).... Y / N
  - 7) Key conversion Notices..... Y / N
  - 8) Adheres to FSA'S STU-III guidance (FSAIINST 2280.1) ..... Y / N

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- g. Are Local Custody documents maintained for  
issuing STU-III CIK'S ..... Y / N
- h. Does the command have an emergency action  
plan? ..... Y / N
  - 1) Does this plan identify those who are  
authorized to implement the EDP? ..... Y / N
  - 2) Does it stress the importance of safety  
of life over the actual destruction? ..... Y / N
  - 3) Are step-by-step emergency destruction  
plan incorporated into the EAP? (CMS-21A  
ANNEX M) ..... Y / N
  - 4) Are EDP training exercises conducted on a  
regular basis to ensure that everyone is  
familiar with their duties? (CMS-21A  
ANNEX M) ..... Y / N

REMARKS \_\_\_\_\_

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ASSESSOR(S) : \_\_\_\_\_

DATE : \_\_\_\_\_



# SUBSECTION VII-6 COMMUNICATIONS TRAINING

## A. DIVISIONAL TRAINING (COMNAVSURFLANTINST 3502.2B SFTM and COMNAVAIRLANTINST 3500.20A)

1. Are the following departmental training plans available:
  - a. Long range (command LRTP may suffice)?..... Y / N
  - b. Short range?..... Y / N
2. Does the Short Range Training Plan contain the following
  - a. Quarterly employment schedule?..... Y / N
  - b. Quarterly training plan?..... Y / N
  - c. Monthly training plan?..... Y / N
  - d. Weekly training plan?..... Y / N

## B. PERSONNEL QUALIFICATIONS

1. Is each individual qualified in writing (completed or interim) for their assigned duties/watch station?..... Y / N
2. Are PQS qualifications entered into service record? ..... Y / N

REMARKS \_\_\_\_\_

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ASSESSOR(S) : \_\_\_\_\_

DATE: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

SECTION VII SHIP'S ELECTRONIC REPAIR TEAM/COMBAT SYSTEMS  
TRAINING TEAMSUBSECTION VII-7 COMMUNICATIONS EQUIPMENT AND MATERIAL

## A. MAJOR SYSTEMS/SOFTWARE (AS APPLICABLE)

1. Is Communications Equipment Population Summary (CEPS) current?..... Y / N
2. Is all down communications equipment listed in Eight o'clock reports?..... Y / N

B. Are all applicable safety/operator instructions posted on or near all associated equipment?  
(NAVSHIPS TECH MANUAL ART 9670.284) ..... Y / N

## C. ANTENNA MAINTENANCE/RADHAZ/EMI (MIL-STD-1310E (NAVY), MIL-STD-1680B, PMS MIP 4400/)

1. Are antennas maintained IAW applicable procedures?Y / N
2. Are couplers properly weatherproofed and pressurized?Y / N
3. Are antenna RADHAZ warning signs and circles in place?  
(COMNAVSEASYS COM RADHAZ ADVISORY (2-86)and(1-87). Y / N

## D. EMCON (NWP 10-1-40)

1. Are EMCON guide cards affixed to all local/remote Transmitting equipment? ..... Y / N
2. Are Radiation Status Indicator (RSI) cards posted in all spaces containing equipment controlled by EMCON? Y / N
3. Is there an EMCON checklist listing the stations onboard That must comply with the setting of EMCON Y / N

NOTE: See FXP-3, NWP 10-1-40, and ATP-1 and ships EMCON bill for Specific EMCON setting procedures.

REMARKS\_\_\_\_\_

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ASSESSOR(S) : \_\_\_\_\_

DATE: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

SECTION VII SHIP'S ELECTRONIC REPAIR TEAM/COMBAT SYSTEMS  
TRAINING TEAMSUBSECTION VII-8 TRAINING PROGRAM

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## A. TRAINING OFFICER

1. Does a long-range training plan exist for the following areas?
  - a. Training exercises..... Y / N
  - b. General Military Training (GMT)..... Y / N
  - c. Required schools..... Y / N
2. Are divisional Training Petty Officers supplied with the following?
  - a. Ship's schedule..... Y / N
  - b. GMT schedule..... Y / N
3. Is the training program established and conducted IAW OPNAVINST 3120.32 and applicable ship instructions?..... Y / N
4. Maintaining a log of all Training Feedback Reports?..... Y / N
5. Is there a means of tracking outstanding Training Feedback Reports?..... Y / N

## B. DEPARTMENT HEAD

1. Do Department Heads review and sign training schedules IAW appropriate instructions?..... Y / N

## C. DIVISION OFFICER

1. Do Division Officers review and sign training schedules IAW appropriate instructions?..... Y / N

## D. DIVISION TRAINING PETTY OFFICER

1. Does the Division Training Petty Officer:
  - a. Have copies of ship's schedule?..... Y / N
  - b. Have copies pertinent instructions?..... Y / N
  - c. Have copies of GMT schedule?..... Y / N
  - d. Schedule pertinent Training IAW ship's employment..... Y / N

## SUBSECTION VII-8 TRAINING PROGRAM

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e. Maintain and accurately update the following training schedules?

- 1) Weekly..... Y / N
- 2) Monthly..... Y / N
- 3) Long-range..... Y / N

f. Maintain accurate training records?..... Y / N

g. Accurate attendance information?..... Y / N

h. Maintain copies of all approved lectures?.... Y / N

### E. DIVISIONAL TRAINING LECTURES

1. Cover PQS Fundamentals and Theory sections of divisional PQS?..... Y / N

2. Geared to ship's employment?..... Y / N

3. Contain references for every lecture?..... Y / N

### F. TRAINING PLANS AND RECORDS

#### 1. Departmental

a. Is a Combat Systems Training Plan implemented? (CNSLINST 3500.2E para 2010)..... Y / N

b. Do the elements of the training plan comply with requirements of the ship's training instruction?Y / N

c. Does the Combat Systems Training Plan include the following:

1) Long Range Training Plan? (OPNAVINST 3120.32B para 809)..... Y / N

a) Annual employment schedule?..... Y / N

b) List of all required examinations/inspections /certifications/assist visits, including frequency? ..... Y / N

c) List of all TYCOM required exercises, including periodicity and date last conducted? ..... Y / N

d) List of off ship schools and NEC requirements, including personnel who hold these qualifications? ..... Y / N

e) List of all lectures and seminars appropriate to each training group? .. Y / N

## SUBSECTION VII-8 TRAINING PROGRAM

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- f) Is the Long Range Plan disseminated to the training group level? ..... Y / N
- 2) Short Range Training Plan? (OPNAVINST 3120.32B para 810) ..... Y / N
  - a) Quarterly Employment Schedule? ..... Y / N
  - b) Quarterly Training Plan? ..... Y / N
  - c) Monthly Training Plans? ..... Y / N
  - d) Weekly Training Schedules? ..... Y / N
  - e) Is the Short Range Training Plan disseminated to the training group level? Y / N

### G. Training Group

1. Are Training Group Supervisors knowledgeable on the requirements of Ref A and specific unit training requirements? (OPNAVINST 3120.32B para 806.c).... Y / N
2. Is a Training Group Lecture Topic List maintained, including systems and fundamentals from PQS? (OPNAVINST 3120.32B para 809.e)..... Y / N
3. Are standard lesson plans developed for formal training? (OPNAVINST 3120.32B para 807)..... Y / N
4. Are references available for training topics/lessons? (OPNAVINST 3120.32B para 803.e)..... Y / N
5. Are Monthly Training Plans approved by the Department Head, and are assigned instructors listed by name? (OPNAVINST 3120.32B para 810.2)..... Y / N
6. Have changes to the weekly schedule been approved by the Department Head? (OPNAVINST 3120.32B para 810.3)Y / N
7. Are training accomplishment records with attendance documented? (OPNAVINST 3120.32B para 808.c)..... Y / N
8. Are the following training teams established and ready to commence training?
  - a. Seamanship?..... Y / N
  - b. Combat Systems?..... Y / N
  - c.

### H. PERSONNEL QUALIFICATION STANDARDS

NOTE CNSLINST 3500.9G/CNSPINST 1410.1A is reference unless Otherwise indicated.

## SUBSECTION VII-8 TRAINING PROGRAM

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### 1. Reference Material

- a. Does the PQS Coordinator maintain an up-to-date file of the following applicable references, or have access to them?(Encl(2), Part 1 item 11.):
  - 1) NAVEDTRA 43100-1 (PQS Mgt Guide) (Encl (2), Part 1 item 11.a.) ..... Y / N
  - 2) NAVEDTRA 43100-5 and supplements(PQS Catalog) (Encl (2), Part 1 item 11.b.) ..... Y / N
  - 3) OPNAVINST 1412.2 (SWO)(Encl (3) Para 2.c.)Y / N
  - 4) OPNAVINST 1412.6 (SWSCO) (Not a current requirement) ..... Y / N
  - 5) OPNAVINST 1414.1 (ESWS) (Encl (3) Para 2.d.) ..... Y / N
  - 6) OPNAVINST 3120.32 (SORM) (Encl (2) Part 1 item 11.d.) ..... Y / N
  - 7) OPNAVINST 3500.34 (Encl (2) Part 1 item 11.c.) ..... Y / N
  - 8) CINCLANTFLTINST 5400.2 (CLF Regs)/CINCPACFLTINST 3500.16(Encl (2) Part 1 item 11.e.) ..... Y / N
  - 9) CNSLINST 3500.9/CNSPINST 1410.1A (PQS) (not a current requirement - implied) .... Y / N

### 2. Ship Specific Procedures

- a. Has the ship published PQS guidance? (Encl (2) Part 1 item 1.) ..... Y / N
- b. Does the ship have a procedure for interim qualifications? Encl (2) Part 1 item 21.) .... Y / N
- c. Does the ship have a procedure for final qualifications? (Para 5.b.(10)) ..... Y / N
- d. Does the ship have a procedure for re-qualification? (Para 5.b.(10)) ..... Y / N
- e. Does the ship require periodic progress reports of PQS status? ..... Y / N
  - 1) How often? \_\_\_\_\_ (Encl (2) Part 1 item 5.)
- f. Does the ship have a spot check program? (Encl (2) Part 1 item 7.) ..... Y / N

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 SUBSECTION VII-8 TRAINING PROGRAM
 

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- g. Can the spot check program determine if a person has the level of knowledge to properly perform watchstation duties? (Para 5.b.(4))..... Y / N
- h. Does the ship have a procedure to use/develop JQRs for critical watch stations not currently covered by PQS? (Encl (2) Part 1 item 19.)... Y / N
- i. Is an explanation of PQS included in the ship's indoctrination program?  
(Encl (2) Part 1 item 12.)..... Y / N
- 3. PQS Coordinator
  - a. Is the PQS Coordinator appointed in writing?  
(Para 5.b.(5))..... Y / N
  - b. Does the PQS Coordinator maintain a master library of PQS and Standard Answer Books?  
(Encl (2) Part 1 item 13.)..... Y / N
- 4. PQS Program Management
  - a. Does the ship tailor PQS IAW in accordance with the PQS Management Guide?  
(NAVEDTRA 43100-1D pg. 18)..... Y / N
  - b. Has a list of PQS Qualifiers been published?  
Date: \_\_\_\_\_(Encl (2) Part 1 item 15.)... Y / N
  - c. Are all the qualifiers named by name?  
(Para 4.j.)..... Y / N
  - d. Are the qualifiers petty officers or senior?  
(Para 4.j.)..... Y / N
  - e. Is there a two year record of qualifiers?  
Oldest Date: \_\_\_\_\_ Encl (2) Part 1 item 17.)Y / N
  - f. Are PQS progress reports being made? (Encl (2) Part 1 item 8)..... Y / N
  - g. Is there a two year record of PQS status reports?  
Oldest report date: \_\_\_\_\_ (Encl (2) Part 1 item 10) ..... Y / N
  - h. Are these reports being reviewed by the chain of command? (Encl (2) Part 1 item 9.)..... Y / N
  - i. Is the Planning Board for Training involved in coordinating the PQS training?  
(Encl (2) Part 1 item 3.)..... Y / N

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 SUBSECTION VII-8 TRAINING PROGRAM
 

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- j. Are service record entries being made on Page 4's for each watch station completed?  
(Encl (2) Part 1 item 18.)..... Y / N
  - 1) Number records checked:..... \_\_\_\_\_
  - 2) Number watch stations checked:..... \_\_\_\_\_
  - 3) Number of correct service record entries:.. \_\_\_\_\_
  - 4) Validity (correct entries/watchstation):.. \_\_\_\_\_
- k. Is all required Combat Systems and Operations PQS listed in NAVEDTRA 43100-5 implemented?  
(Para 4.a.)..... Y / N
- l. Is the Ship complying with its PQS guidance?  
(Encl(1) Para 1.h.)..... Y / N

## I. Miscellaneous:

- 1. Is watch qualification status annotated on all watchbills? (Para 5.b.(1))..... Y / N
- 2. Are two complete, qualified Condition III underway watch teams listed on the watchbills?  
(Encl(1)Para1.b.)..... Y / N

## J. SWO/Division/Workcenter/Administration Review

- 1. Are PQS progress charts or ADP records available?  
(Encl (2) Part 2 item 1.)..... Y / N
- 2. Have these records been updated weekly? (Encl (2) Part 2 item 2.)..... Y / N
- 3. Are entries made according to the PQS Management Guide? Encl (2) Part 2 item 11.)..... Y / N
- 4. Are all watchstations for which PQS exists listed on the chart? (Encl (2) Part 2 item 5)..... Y / N
- 5. Did the department have all the required PQS materials?..... Y / N
- 6. Have JQRs been implemented to support qualification at critical watchstations for which no PQS exists?  
(Encl (2) Part 2 item 7)..... Y / N
- 7. Do the charts/ADP records show semi-annual re-qualification of OBA, EEED and Emergency Egress training? (Encl (2) Part 2 item 15.)..... Y / N
- 8. Have all prerequisites for completed watchstation qualifications been accomplished?  
(Encl (2) Part 2 item 19.g.)..... Y / N



SUBSECTION VII-8 TRAINING PROGRAM

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9. Is there failure of significant numbers of personnel  
to achieve meaningful progress?  
(Encl (1) item 1.c.)..... Y / N

REMARKS\_\_\_\_\_

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ASSESSOR(S) : \_\_\_\_\_

DATE : \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

SECTION VII SHIP'S ELECTRONIC REPAIR TEAM/COMBAT SYSTEMS  
TRAINING TEAMSUBSECTION VII-9 GUNNERY

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## A. DEPARTMENTAL TRAINING

1. Is a Departmental training program implemented?.. Y / N
2. Is a Departmental indoctrination program in effect and did it include the following? ..... Y / N
3. Implemented, administered, and recorded by rate? Y / N
4. An indoctrination folder/program which includes organization, administrative procedures, familiarization with spaces, equipment and operating procedures, duties at sea and inport, and safety? Y / N
5. Is completion of the program indicated by an entry in the individual's service record? ..... Y / N
6. Are Lesson Plan Outlines and prepared lesson plans on file? ..... Y / N
7. Are weekly training plans available and did they contain lesson plan outline number, location of training, and assigned instructor? ..... Y / N
8. Is the weekly training plan annotated as to training actually conducted and kept on file as the weekly training record? ..... Y / N
9. Is there a monthly training plan and does it reflect an appropriate amount of training? ..... Y / N
10. Is there a quarterly training plan and does it reflect an appropriate amount of training? ..... Y / N
11. Is there a long range training plan and does it reflect an appropriate amount of training? ..... Y / N
12. Does the record of drills and exercises indicate an active training program, (do attendance lists reflect dates and members attending training)? ..... Y / N
13. Does the record of drills and exercises indicate an active training program? ..... Y / N

SUBSECTION VII-9 GUNNERY

## B. PERSONNEL QUALIFICATIONS

NOTE CNSLINST 3500.9G/CNSPINST 1410.1A is reference unless otherwise indicated.

1. Are watch station completions entered on page four of the individual service record for each watch station completed? ..... Y / N
2. Are specific requirements developed and maintained for watch standing qualifications not covered in PQS/JQR? ..... Y / N
3. Is watch qualification status annotated on all watchbills? ..... Y / N
4. Are two complete, qualified Condition III underway watch teams listed on the watchbills? ..... Y / N
5. Is there failure of significant numbers of personnel to achieve meaningful progress? ..... Y / N

REMARKS \_\_\_\_\_  
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ASSESSOR(S) : \_\_\_\_\_

DATE : \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION VIII MINE WARFARE

## SUBSECTION VIII-1 MINE WARFARE ADMINISTRATION

## A. MANNING (Ref NAVPERS NMPC 1301/5 {OCDR}/EPMAC-EDVR 1080)

1. Does the number of personnel on board meet with the current manning allowance?.....Y / N

Allowed        5 Officers /    46 Enlisted

Assigned \_\_\_\_\_Officers / \_\_\_\_\_Enlisted

## B. NEC Requirements (Ref NMPC 1080).

1. Are the NEC requirements below being met:

	Allowed	Onboard	
a. BM 0107	2	_____	..... Y / N
b. EM 4665	1	_____	..... Y / N
c. STG/MN 0488	2	_____	..... Y / N
d. STG/MN 0490	2	_____	..... Y / N
e. STG/MN 0410	3	_____	..... Y / N
f. MN/OS 0342	2	_____	..... Y / N

## C. Schools

East Coast MCM (REF COMNAVSURFLANTINST C3500.2E and MHC 51 NAVY TRAINING PLAN NTP-S-30-7814F).

1. Have the correct number of personnel currently on board attended the schools listed below:

	Course	Req.	
1.	MCM First LT.	A-2G-0014	1-OFF ..... Y / N
2.	MCM Ships OPS	A-2G-0089	3-OFF ..... Y / N
3.	MCM PCO/PXO	A-2G-0104	CO/1-OFF ..... Y / N
4.	MIW Core	A-2G-2758	4-OFF/ENL .... Y / N
5.	MIW Planning	A-2G-2760	CO/2-OFF ..... Y / N
6.	MCM Specialty	A-2G-2764	4-OFF/ENL ... Y / N
7.	MCM POPS	A-2G-0089	1-OFF ..... Y / N
8.	SWO DIESEL EOOW	A-4H-0140	4-OFF/ENL ... Y / N

- D. WATCH QUARTER / STATION BILL

- VIII-1.2

SUBSECTION VIII-1 MINE WARFARE ADMINISTRATION

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c. Vectoring Hrs\_\_\_\_\_ Times\_\_\_\_\_

d. MNS OPS Hrs\_\_\_\_\_ Times\_\_\_\_\_

NOTE: Item a - d are taken directly from CIC log.

REMARKS\_\_\_\_\_

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ASSESSOR(S) : \_\_\_\_\_

DATE : \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION VIII MINE WARFARE

## SUBSECTION VIII-2 GUNNERY

## A. MANNING

## NOTE

The following references pertain to these checks:

Navy Enlisted Manpower and Personnel Classifications and Occupational Standards Manual, NAVPERS 18068

Ship Manpower Document (SMD) for Ship Class, OPNAV 5320 Series.

1. Are the current duties, responsibilities, authority and organizational relationships of personnel within the division set forth in written form?..... Y / N
2. Are assignments IAW Ship's Manning Document and/or applicable NWP Tactical Doctrine?..... Y / N
3. Are sufficient personnel assigned:

	BA	NMP	ONBOARD
MN1	_____	_____	_____
MN2	_____	_____	_____
MN3	_____	_____	_____
NEC	_____	_____	_____
NEC	_____	_____	_____
NEC	_____	_____	_____

## B. INSTRUCTIONS/BILLS/DOCTRINE

1. Watch, Quarter and Station Bill
  - a. Are all COMMS personnel included on the Watch Quarter and Station Bill? (OPNAVINST 3120.32) Y / N
  - b. Is the Watch Quarter and Station Bill conspicuously posted and up-to-date? (OPNAVINST 3120.32) ..... Y / N
  - c. Are the following assignments made on the Command Watch Quarter and Station Bill? (OPNAVINST 3120.32) ..... Y / N
    - 1) Condition I.....Y / N

SUBSECTION VIII-2 GUNNERY

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- 2) Condition III.....Y / N
- 3) Abandon Ship.....Y / N
- 4) Man Overboard.....Y / N

REMARKS\_\_\_\_\_

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ASSESSOR ( S ) : \_\_\_\_\_

DATE : \_\_\_\_\_



## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION VIII MINE WARFARE

## SUBSECTION VIII-3 COMBAT SYSTEMS SMOOTH LOG

## A. COMBAT SYSTEMS SMOOTH LOG CONFIGURATION

Ref: Combat System Improvement Program (CSIP) Advisory msg  
#52

1. Does the Smooth Log include (as a minimum) the following applicable data:
  - a. Locators:
    - 1) AMMO record ..... Y / N
  - b. Certification/Weight Testing data for:
    - 1) Lifting slings ..... Y / N
    - 2) Strong Backs ..... Y / N
    - 3) Loading Trays ..... Y / N
    - 4) Tickler of exp dates ..... Y / N
  - c. Miscellaneous data:
    - 1) Handling Tool cal/cert list ..... Y / N
    - 2) Inventory List of Ordnance Handling Equipment ..... Y / N
    - 3) CAL Facility cert cards ..... Y / N
  - d. Certification Data:
    - 1) Explosive Safety Inspection /Mag Sprinkler Inspection ..... Y / N
    - 2) 2m ..... Y / N
    - 3) Test equipment calibration ..... Y / N
  - e. Miscellaneous:
    - 1) Ammunition/small arms allowance list ..... Y / N
    - 2) Antenna Photos ..... Y / N
    - 3) CSIP/WFIP advisories ..... Y / N
    - 4) CSRR results ..... Y / N
    - 5) INSURV results ..... Y / N
    - 6) Compiled list (by equipment) of:
      - a) ORDALTS ..... Y / N

SUBSECTION VIII-3 COMBAT SYSTEMS SMOOTH LOG

- b) SHIPALTS ..... Y / N
- c) MACHALTS ..... Y / N
- d) Comm antenna Smith Charts Radiation  
Patterns ..... Y / N
- 7) Locators:
  - a) Test Equipment ..... Y / N
  - b) Authorizations ..... Y / N
  - c) Waivers/exceptions ..... Y / N

REMARKS \_\_\_\_\_  
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ASSESSOR(S) : \_\_\_\_\_

DATE : \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION VIII MINE WARFARE

## SUBSECTION VIII-4 NAVY AMMUNITION INVENTORY ACCURACY (NAIA)

## A. ADMINISTRATION

1. Is the Arms Ammunition and Explosives (AA&E) Accountable officer designated in writing and signed by the CO? (REF: OPNAVINST 5530.13 para 6-102.d) Y / N
2. Has an ROLMS Data Base manager been appointed by the CO?..... Y / N
3. Are the following publications on board and available:
  - a. NALC Pub TWO10-AA-ORD-030 ..... Y / N
  - b. NAR Pub TWO24-AA-ORD-010 ..... Y / N
  - c. NAVSUP P-4.....Y / N
  - d. NAVSEA OP4 (AMMUNITION AFLOAT) ..... Y / N
  - e. OPNAVINST 5530.13A/CNSLINST 5510.3C (Physical Security) ..... Y / N
  - f. CNSLINST 9093.3 (CSO Manual) ..... Y / N
  - g. TYCOM Manual NCEA Allowance Allocation..... Y / N
  - h. CNSLINST 5400.IE (Force Regulations) ..... Y / N
  - i. ROLMS User Manual ..... Y / N

## B. PHYSICAL SECURITY OF AMMUNITION

1. Are Master Stock Record Cards/Ammo Ledger securely stowed in a locked container? (REF: CNSLINST 5400.1E)..... Y / N
2. Is the data base backup for ROLMS kept in an approved CONFIDENTIAL material safe apart from the office in which the ROLMS computer is located? (REF: SECNAV 5239.3)..... Y / N
3. Does the command's physical security program provide adequate guidance and procedures for the following? (REF: CNSLINST 5400.1E) ..... Y / N
  - a. Secure stowage of all ammunition?..... Y / N
  - b. Controlled access?..... Y / N
  - c. Key Custody procedures?..... Y / N

# SUBSECTION VIII-4 NAVY AMMUNITION INVENTORY ACCURACY (NAIA)

4. Are procedures for -issuing ammunition to the force implemented? (REF: CNSLINST 5400.1E)..... Y / N

## C. INVENTORIES

1. Are the following physical inventories conducted and recorded?: (REF: CNSLINST 5400.1E)..... Y / N
  - a. Serial/lot inventory upon receipt?..... Y / N
  - b. Serial/lot inventory prior to off-load/transfer?..... Y / N
  - c. Serial/lot inventory upon relief of:
    - 1) CO?..... Y / N
    - 2) Department Head?..... Y / N
    - 3) Armory custodian?..... Y / N
    - 4) AA&E Officer?..... Y / N
  - d. Semi-Annually?..... Y / N
2. Are inventories recorded on a locally prepared form and signed by both the Inventory Officer and verification person?  
(CNSLINST 5400.1E para 14212.h.(5))..... Y / N
3. Are the inventory records maintained for two years?  
(REF: CNSLINST 5400.1E)..... Y / N
4. Are inventory results annotated on the Master Stock Record Cards, including the following? (REF: CNSLINST 5400.1E)
  - a. NALC & NIIN Masters..... Y / N
  - b. Lot & Serial Number Cards reflect each inventory conducted..... Y / N
  - c. Designated Inventory Officer signature affixed in the *QUANTITY DUE IN* column?..... Y / N

## D. MSCR/ATR MANAGEMENT

1. Do ATRs accurately reflect the on-hand ammunition assets? (REF: CNSLINST 9093.3 para 6011.a.(1))... Y / N
2. Are ATR serial numbers recorded on the appropriate NALC/NIIN Master Stock Record Card?  
(REF: NAVSUP P-724)..... Y / N

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 SUBSECTION VIII-4 NAVY AMMUNITION INVENTORY ACCURACY (NAIA)
 

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3. Are MLSR/OPREP-3 results annotated in the remarks section of ATRS? (REF: CNSLINST 5400.1E)..... Y / N
4. Do combined totals from Serial/Lot Location cards equal totals on corresponding NALC/NIIN Master Stock Record Cards? (REF: NAVSUP P-724)..... Y / N
5. Do total quantities on hand agree with totals Recorded in CAIMS data base? (REF: NAVSUP P-724). Y / N
6. Is NCEA entered on MSRCs(REF: NAVSUP P-724)..... Y / N
7. Are NARs entered correctly on MSRCs? (REF:NAVSUP P-724)..... Y / N
8. Is a *MSC DEAD FILE* maintained? (REF: NAVSUP P-724)Y / N

## E. AMMUNITION SPOT CHECK

1. NALC\_\_\_\_\_/NOUN NAME \_\_\_\_\_  
MSRC:QTY \_\_\_\_\_ LOC \_\_\_\_\_ ACTUAL QTY: \_\_\_\_\_
2. NALC\_\_\_\_\_/NOUN NAME \_\_\_\_\_  
MSRC:QTY \_\_\_\_\_ LOC \_\_\_\_\_ ACTUAL QTY: \_\_\_\_\_
3. NALC\_\_\_\_\_/NOUN NAME \_\_\_\_\_  
MSRC:QTY \_\_\_\_\_ LOC \_\_\_\_\_ ACTUAL QTY: \_\_\_\_\_
4. Is the physical location of ammunition onboard accurately recorded on Serial /Lot Location cards? (REF: SPCCINST 8010.12D Chapter 12, Attachment F3)Y / N

REMARKS\_\_\_\_\_

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ASSESSOR(S):\_\_\_\_\_

DATE:\_\_\_\_\_

AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

SECTION VIII MINE WARFARE

SUBSECTION VIII-5 DEGAUSSED FOOD LOCKER

- A. Degaussing Food Lockers (Ref. OPNAV/COMINELWARCOM 8950 series)
- 1. Are food lockers stocked and sufficient menus prepared for a period of not less than 7 days and are the menus posted?..... Y / N
  - 2. Are food lockers clean and orderly?..... Y / N
  - 3. Does the Supply Officer maintain sole custody of the keys?..... Y / N
  - 4. Does the last page of the inventory contain a date to replace or restock the entire contents of the degaussed food locker?..... Y / N
  - 5. Is the inventory date within six to eight months of the restock date?..... Y / N
  - 6. Are the contents of the degaussed food locker stowed securely?..... Y / N
  - 7. Does the food locker contain any rusted, dented or bloated cans?..... Y / N
  - 8. Are inventory sheets placed in each locker?..... Y / N

REMARKS\_\_\_\_\_

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ASSESSOR(S) : \_\_\_\_\_

DATE: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

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## SECTION VIII MINE WARFARE

## SUBSECTION VIII-6 MINE WARFARE PUBLICATIONS (ENGINEERING)

- A. Are the following publications, instructions, and manuals maintained and up to date?
1. COMINEWARCOMINST C3435.2 Mine Warfare Readiness Certification Inspection Manual (LANT)..... Y / N
  2. Operation and Maintenance of Mine Countermeasures Equipment (NAVSHIPS 0981-001-1000, Formerly NAVSHIPS 250-530)..... Y / N
  3. Minimizing Stray Magnetic Fields of Wooden Hulled Mine Warfare Vessels (NAVSHIPS 0981-052-8380)..... Y / N
  4. Magnetic Signature Control instruction (COMINEWARCOM C8950)..... Y / N
  5. U.S. Navy Safety Precautions (OPNAVINST 5100.19 Series)..... Y / N
  6. Magnetic Silencing (OPNAVINST C8950.2 Series).... Y / N
  7. Degaussing Folder (NAVSEA 8950/1)..... Y / N
  8. Cable Assembly, Electrical, Umbilical PN 5265699 and Handling system , NAVSEA SW570-AA-OMP-030 Umbilical electrical cable PN 6096930..... Y / N
  9. Degaussing Forms, Records, and Reporting Procedures (NAVSEA 59475-AC-PRO-010)..... Y / N
  10. NAVSHIP TECHNICAL MANUAL Chapt 300(S9086-KC-STM-000)Y / N
  11. NAVSHIP TECHNICAL MANUAL Chapt 310(S9086-KN-STM-000)Y / N
  12. NAVSHIP TECHNICAL MANUAL Chapt 475(S9086-QN-STM-000)Y / N
  13. Commutator/Slip Ring Maintenance Handbook (NAVSEA S9310-AC-HBK-010)..... Y / N
  14. AMP-14 Protection of Vessels from Electromagnetic Mines? (SN 0410-LP-410-0600)..... Y / N
  15. Mine Countermeasures Systems - Ship's Information Book Series. (NAVSEA S9MCM-AA-SIB-09)..... Y / N
  16. Multi-Purpose Crane (AVONDALE SG811-C2-MMA-010/0BJ09) (IMUSA SG811-BV-MMA-010/A4867)..... Y / N
  17. Degaussing Control System (DCS) Type DGM-4 (S9475-AG-MMO-010/AZ990) ..... Y / N

SUBSECTION VIII-6 MINE WARFARE PUBLICATIONS (ENGINEERING)

REMARKS \_\_\_\_\_  
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ASSESSOR ( S ) : \_\_\_\_\_

DATE : \_\_\_\_\_



AFLOAT SELF-ASSESSMENT CHECKSHEETS

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SECTION VIII MINE WARFARE

SUBSECTION VIII-7 MINE WARFARE PUBLICATIONS (DECK)

A. Publications

B. Are the following publications, instructions, and manuals maintained and up to date?

- 1. NAVSHIPS 0981-001-1000 Series (Formerly 250-530). Y / N
- 2. OPNAVINST 5100.19 SERIES..... Y / N
- 3. NAVSEA SW570-FO-MMO-070..... Y / N
- 4. NAVSEA SW570-FO-MMO-040/C..... Y / N
- 5. COMINEWARCOMINS C3435.1/COMINEWARCOMINST C3435.1C Y / N
- 6. NSTM S9086-T4-STM-010/CH 589 CRANES..... Y / N
- 7. NSTM S9086-UU-STM-010/CH 613 WIRE/FIBERROPE/  
RIGGING..... Y / N

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ASSESSOR(S) : \_\_\_\_\_

DATE : \_\_\_\_\_

AFLOAT SELF-ASSESSMENT CHECKSHEETS  
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SECTION VIII MINE WARFARE  
SUBSECTION VIII-8 MINE WARFARE ADMINISTRATION  
(ENGINEERING)

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A. ENGINEERING ADMINISTRATION

- 1. Degaussing and Magnetic Silencing. (Ref: OPNAVINST C8950.2 Series)
  - a. Was the last degaussing run within quarterly requirements?
    - 1) Date: \_\_\_\_\_
    - 2) Results of run ..... SAT / UNSAT
  - b. Was the last stray fields test within the 18 month requirement?
    - 1) Date: \_\_\_\_\_
    - 2) Results of run? ..... SAT / UNSAT
  - c. Was the last EMR test within the 36 month requirement?
    - 1) Date: \_\_\_\_\_
    - 2) Results of run? ..... SAT / UNSAT
  - d. Does the ship have outstanding urgent watch list items?
    - 1) Watch list number and description:

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- e. Are 2K's submitted for all watch list items? . Y / N
- f. Is a ground reading log being maintained? .... Y / N
- g. Is the ship's Degaussing Action Log being maintained? (NAVSEA 8950/19) ..... Y / N

- h. Is the Magnetic Silencing Control Officer designated in writing? ..... Y / N
- i. Is the Degaussing Electricians Mate designated in writing? ..... Y / N
- 2. Are the following Magnetic Signature Control Tables maintained and up to date? (Ref: COMINELWARCOM C8950 and NAVSEA S9475-AC-PRO-010):
  - a. Standard List of Authorized Movable Magnetic Material (NAVSEA 8950/32) ..... Y / N
  - b. List of Excess Movable Magnetic Material (NAVSEA 8950/34) ..... Y / N
  - c. List of Movable Sweep Gear Made of Magnetic Material (NAVSEA 8950/33) ..... Y / N
  - d. List of Ship Service Equipment with Negligible Stray Fields (NAVSEA 8950/37) ..... Y / N
  - e. List of Dangerous Stray Magnetic Field Sources(LANT) ..... Y / N
  - f. Added Ship Service Equipment(NAVSEA 8950/36) . Y / N
  - g. Normal Ship Service Equipment(NAVSEA 8950/37) Y / N
  - h. Electrical Starting Battery Circuit Inspection for Sources of Excessive Stray Magnetic Fields (NAVSEA 8950/38) ..... Y / N
  - i. Shipboard Magnetic M/S Cable Inspection for Sources of Excessive Stray Magnetic Fields (NAVSEA 8950/39) ..... Y / N
  - j. Is the Authorizing Officers signature on all the required forms? ..... Y / N
- 3. Magnetic Material Control (Ref: COMINELWARCOM C8950)
  - a. Is a magnetic material log being maintained on the quarterdeck? ..... Y / N
  - b. Is the log correct and up to date? ..... Y / N
  - c. Are the ship's magnetic silencing instructions included? ..... Y / N
  - d. Is there a magnet for checking ferrous metal? Y / N
  - e. Is the magnetic material introduced onboard being entered in the Magnetic Material Control log and are appropriate entries transferred to the degaussing folder? ..... Y / N

- f. Are compartment "off-load lists" posted and up to date? (Using a CCOL Holder?) ..... Y / N
  - g. Is the list of Authorized Movable Magnetic Material posted and up to date? ..... Y / N
  - h. Are significant magnetic items authorized to be onboard marked or have fixed locations?... Y / N
  - i. Are "Caution Do Not Operate In Mined Waters" labels on equipment that is a source of large stray magnetic fields? ..... Y / N
  - j. Are excess magnetic materials marked for off load? ..... Y / N
  - k. Does the ship have a properly maintained Permeability indicator with all inserts available?Y / N
  - l. Does the ship conduct training for the ship's crew on magnetic silencing? ..... Y / N
  - m. Does the ship have ample quantities of the magnetic material labels? ..... Y / N
4. Training/PQS: (OPNAVINST 3120.32B/OPNAVINST 3500.34C)
- a. Is the proper PQS Standard being utilized? (NAVEDTRA 43369/43369-A Class Minesweeping Electrician) ..... Y / N

REMARKS\_\_\_\_\_

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ASSESSOR(S) : \_\_\_\_\_

DATE: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION VIII MINE WARFARE

SUBSECTION VIII-9 EXPLOSIVE SHOCK AWARENESS PROGRAM

## A. Explosive Shock Awareness Program

Refs. 1) NWP 3-15.21

2) NWP 3-20.6.19

1. Does the ship have an Explosive Awareness Program signed by the C.O.?..... Y / N
2. Is the Shock Awareness Team functional?..... Y / N
3. Does the Shock Awareness team routinely conduct surveys throughout the ship?..... Y / N
4. Is there a procedure in place to ensure that installed furnishings meet shock requirements?... Y / N
5. Does the equipment have any loose, damaged, or missing fasteners?..... Y / N
6. Is there sufficient clearance allowed for equipment motion under shock?..... Y / N
7. Is equipment clear of all loose material which may become missile hazards or transmit shock energy from hull to equipment?..... Y / N
8. Are there any items requiring additional support i.e. overhead loads?..... Y / N
9. Is there any equipment held in place by friction or questionable size bolts?..... Y / N
10. Is lashing material, stowing gear, and tools available in each space?..... Y / N
11. Are portable battle lanterns available in each space? ..... Y / N
12. Is there a plan for rapid evaluation after ship receives mine detonation shock..... Y / N

SUBSECTION VIII-9 EXPLOSIVE SHOCK AWARENESS PROGRAM

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REMARKS \_\_\_\_\_  
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ASSESSOR ( S ) : \_\_\_\_\_

DATE : \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION VIII MINE WARFARE ADMINISTRATION

SUBSECTION 10 CHECKSHEET A-10 EXPLOSIVE HANDLING PERSONNEL  
QUALIFICATION AND CERTIFICATION (QUAL/CERT) PROGRAMUSS \_\_\_\_\_ CG-\_\_\_\_\_ **OVERALL: ..... SAT/UNSAT****A. ADMINISTRATION..... SAT/UNSAT**

1. Does the ship have copies of the following references?
  - a. War Fighting Improvement Program (WFIP) ..... Y / N
  - b. OPNAVINST 3500.34E ..... Y / N
  - c. OPNAVINST 5530.13B ..... Y / N
  - d. CNSLINST 8820.1H ..... Y / N
  - e. CNSLINST 3502.2E ..... Y / N
  - f. NAVEDTRA 43202C ..... Y / N
2. Is the Ship utilizing the most current Conventional Weapons Handling PQS, NAVEDTRA 43202C? ..... Y / N
3. Are the PQS Qualifiers for NAVEDTRA 43202C designated in writing by the Commanding Officer?(Ref NAVEDTRA 43202C) ..... Y / N
4. Documentation for ordnance evolutions (onload/offload), firing plans, briefs, etc.) being retained for 24 months? (Ref a pa. 3 F..... Y / N

**B. QUALIFICATION/CERTIFICATION BOARD..... SAT/UNSAT**

1. Does the ship have a sufficient number of individuals certified (TM/TL/SO)to handle each explosive group/family carried onboard? (Ref f .. Y / N
2. Is the Commanding Officer or Officer in charge the final authority for individuals being certified (Ref a par 3.D ..... Y / N
3. For individuals requiring re-certification, is there documented proof of handling performance within the previous twelve (12) months (Ref a par 3.F) ..... Y / N
4. Are PQS accomplishments being entered in service record and compass? (Ref a par.3) ..... Y / N

SUBSECTION 11 CHECKSHEET A-10 EXPLOSIVE HANDLING PERSONNEL  
QUALIFICATION AND CERTIFICATION (QUAL/CERT) PROGRAM

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Remarks: \_\_\_\_\_  
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Assessor(s): \_\_\_\_\_

Date: \_\_\_\_\_



AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

SECTION IX EQUIPMENT & MATERIAL

SUBSECTION IX-1 AN/SQQ-32 SONAR/OK-520 WINCH

A. EQUIPMENT/INSTRUCTIONS/MANUALS

- 1. Is there a complete set of technical manuals available?(IETM VERSION \_\_\_\_\_)..... Y / N
- 2. Is back-up System Operating Program (SOP) tape available?..... Y / N
- 3. Are operating instructions posted?..... Y / N
- 4. Are system alarms (including OK-520) functioning properly?..... Y / N
- 5. Is SONAR Maintenance Log available and up to date?..... Y / N
- 6. Can the applicable table in chapter 8 of the MHC-51 Class Operational Light-off and Shutdown Procedures (CSS-2120-94-003) be accomplished?..... Y / N
- 7. Have the following PMS checks been completed within their periodicity?
  - a. M-7R(SQQ-32) ..... Y / N
  - b. W-1R(OK-520) ..... Y / N

REMARKS \_\_\_\_\_  
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Assessor(S): \_\_\_\_\_

DATE: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION IX EQUIPMENT &amp; MATERIAL

## SUBSECTION IX-2 AN/SLQ-48 MNS

## A. EQUIPMENT/INSTRUCTIONS/MANUALS

1. Is there a complete set of technical manuals available?(IETM VERSION\_\_\_\_\_) ..... Y / N
2. Are operating instructions posted? ..... Y / N
3. Is the system fault log available and up to date? (COMCMGRU 3 MSG 210005Z APR 94) ..... Y / N
4. Have the following PMS checks been satisfactorily completed within their periodicity?
  - a. MRC M-14R ..... Y / N
  - b. MRC Q-4R ..... Y / N
  - c. MRC S-1 ..... Y / N
5. Is the MIP 4762 (AN/SLQ-48) included on all responsible work centers LOEP? ..... Y / N
  - a. If any checks are transferred to a different work center, does that work center have them listed on their LOEP and schedules? ..... Y / N
6. Is training for the AN/SLQ-48 being held on a regular basis? ..... Y / N
7. Are all the SPTE on board, operational, and calibrated?
  - a. VBTF (No Cal Req) ..... Y / N
  - b. VVTS (Unit #35) ..... Y / N
  - c. STS (Unit #36) ..... Y / N
  - d. 1502 or 1503 TDR ..... Y / N
  - e. HSU ..... Y / N
  - f. MK 632 Mod 0 Battery Test Set(2) ..... Y / N
8. Is the following ancillary equipment in the required quantities on board;
  - a. Vehicle Vacuum Service Unit (1) ..... Y / N
  - b. CCU/PDU Maintenance Stand (1 ea) ..... Y / N

SUBSECTION IX-2 AN/SLQ-48 MNS

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- c. Emergency Recovery Kit to include;
  - 1) Lift Pin, Rod ..... Y / N
  - 2) Line ..... Y / N
  - 3) Electrical tape ..... Y / N
  - 4) Tie Wraps ..... Y / N
- d. Strongback(foam in good condition/current weight test)(4yr) ..... Y / N
- e. Emergency Restoration Kit to include;
  - 1) MP-2 pin puller 6AMP1 ..... Y / N
  - 2) Ballast pin puller 6MP7 ..... Y / N
  - 3) Cable cutter(UMB) 6MP8 ..... Y / N
  - 4) UMB Connector refurb kit ..... Y / N
  - 5) MP-2 refurb kit ..... Y / N
  - 6) Spare ballast ..... Y / N
  - 7) Ballast loader tray ..... Y / N
- 9. Is the boat crew familiar with the various emergency recovery methods and procedures? ..... Y / N
- 10. Is there a full set of MAMS available? ..... Y / N
  - a. Date of last inventory \_\_\_\_\_
- 11. Is there an ESDS workstation:
  - a. For the MNS system? (Portable) ..... Y / N
  - b. Are there ESD warning posters and signs posted? ..... Y / N
- 12. Can the applicable table in MHC-51 Class Operational Light-off and Shutdown Procedures be accomplished? ..... Y / N
- 13. Is the current umbilical cable length
  - a. Documented? (List ) ..... Y / N
  - b. Within Tolerance? (List ) ..... Y / N
- 14. Are the following pressure gauges calibrated?
  - a. MNSHSU 0-15psi Return ..... Y / N
  - b. MNSHSU 0-3000psi High ..... Y / N
  - c. MNSHSU 0-30psi Low ..... Y / N

SUBSECTION IX-2 AN/SLQ-48 MNS

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d. MNSHSu 0-5000 psi Pump ..... Y / N

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Assessor(S) : \_\_\_\_\_

DATE : \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

## MHC-51

## SECTION IX EQUIPMENT &amp; MATERIAL

SUBSECTION IX-3 AN/SYQ-13 NAVIGATION COMMAND AND CONTROL

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## A. EQUIPMENT/INSTRUCTIONS/MANUALS

1. Is there a complete set of technical manuals available (IAW S9426-AK-MMA-010 table 1-3)? ..... Y / N
2. Are the latest changes to the technical manuals incorporated? ..... Y / N
3. Are operating instructions posted? ..... Y / N
4. Is the system fault log available and up to date (COMCMGRU 3 MSG DTG 210005Z APR 94)? ..... Y / N
5. Does ships force have 2 copies of most current software and INCONUS and OUTCONUS LORAN-C Chains? Y / N
6. System operability check:
  - a. Can the AN/SYQ-13 hardware startup/verification steps (IAW MRC) be performed IAW Chapter 6 of MHC-51 Class Operational light-off and Shutdown Procedures (CSS-2120-94-004)? ..... Y / N
  - b. Can Software initialization be accomplished IAW technical manual (S9426-AK-MMA-010)? ..... Y / N
  - c. Are the following sensors available for input to AN/SYQ-13?
    - 1) GPS ..... Y / N
    - 2) LORAN-C ..... Y / N
    - 3) Doppler SONAR ..... Y / N
    - 4) GYRO ..... Y / N
  - d. Can the following plot setup procedures be accomplished IAW technical manual (S9426-AK-MMA-010)? ..... Y / N
    1. Generate and plot minefield ..... Y / N
    2. Plot contacts from SONAR ..... Y / N
    3. Plot contacts from RADAR ..... Y / N
    4. Connectivity with MEDAL ..... Y / N

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 SUBSECTION IX-3 AN/SYQ-13 NAVIGATION COMMAND AND CONTROL
 

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5. Dead Reckoning (DR) calibration performed  
 (if required) ..... Y / N

e. Does the ship have the following consumables  
 on hand to complete training? ..... Y / N

1. Plotter paper, minimum 2 rolls  
 (stock # 7530-00-285-2922) ..... Y / N

2. Printer paper, minimum 2 reams  
 (part # 47321-241) ..... Y / N

3. Plotter pens, minimum 5 (part # 235-3441) Y / N

Open purchase: NUMERDEX INC.,  
 241 Holbrook Drive  
 Wheeling, Illinois 60090  
 Phone 847-541-8840

4. Colored Pencils (SERVMART) ..... Y / N

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Assessor(S): \_\_\_\_\_

DATE: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION IX EQUIPMENT &amp; MATERIAL

## SUBSECTION IX-4 GCCS/MEDAL

## B. EQUIPMENT/INSTRUCTIONS/MANUALS

1. Is there a complete set of technical manuals available?..... Y / N
2. Are the latest changes incorporated?..... Y / N
3. Are operating instructions posted?..... Y / N
4. System operability check.
  - a. Can Software Initialization be accomplished IAW GCCS User Guide..... Y / N
  - b. Can a contact be transmitted to the GCCS/MEDAL system via the classify display of the AN/SQQ-32 via the AN/SYQ-13..... Y / N
  - c. Are the following sensors/devices available for input to GCCS?
    - 1) GPS ..... Y / N
    - 2) AN/SYQ-13 ..... Y / N
    - 3) AN/SQQ-32 ..... Y / N
    - 4) GFCP ..... Y / N
    - 5) BSP ..... Y / N
  - d. Can Software Initialization be accomplished IAW MEDAL User Guide..... Y / N

REMARKS\_\_\_\_\_

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Assessor(S): \_\_\_\_\_

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## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION IX EQUIPMENT &amp; MATERIAL

SUBSECTION IX-5 IFEN DEGAUSSING SYSTEM

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## A. EQUIPMENT/INSTRUCTIONS/MANUALS

1. Is there a complete set of technical manuals available? ..... Y / N
2. Are the latest changes incorporated? ..... Y / N
3. Are operating instructions posted? ..... Y / N

## B. Power Amplifier Cubicle:

1. Are all EMI gaskets in good condition IAW PMS..... Y / N
2. Are all control panel interiors clean, free of dust and foreign matter?..... Y / N
3. Are all Power Amplifier (PA) control settings set up IAW degaussing folder?..... Y / N
4. Are control and power cubicle racks properly fused?..... Y / N
5. Are safety precautions posted?..... Y / N
6. Is system calibrated IAW Tech Manual?..... Y / N

## C. Control Unit:

1. Are all EMI gaskets in good condition IAW PMS..... Y / N
2. Are all control panel interiors clean, free of dust and foreign matter?..... Y / N
3. Are all Power Amplifier (PA) control settings set up IAW degaussing folder?..... Y / N
4. Are control and power cubicle racks properly fused?..... Y / N
5. Are safety precautions posted?..... Y / N
6. Is system calibrated IAW Tech Manual?..... Y / N

## D. Power Supply Unit:

1. Are all EMI gaskets in good condition IAW PMS..... Y / N



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 SUBSECTION IX-5 IFEN DEGAUSSING SYSTEM
 

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2. Are all control panel interiors clean, free of dust and foreign matter?..... Y / N
3. Are control and power cubicle racks properly fused?..... Y / N
4. Are safety precautions posted?..... Y / N

## E. OPERATIONAL TESTING

1. Can ships' force perform MIP 4751 MRC R-1?..... Y / N

REMARKS \_\_\_\_\_

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Assessor(S): \_\_\_\_\_

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## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION IX EQUIPMENT &amp; MATERIAL

SUBSECTION IX-6 AN/SPS-64 RADAR

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## A. EQUIPMENT/INSTRUCTIONS/MANUALS

1. Is there a complete set of technical manuals available? ..... Y / N
2. Are the latest changes incorporated? ..... Y / N
3. Are operating instructions posted? ..... Y / N

## B. PMS

## 1. Transmitter

- a. Power out within PMS specs(MRC 4516/064 A-1) . Y / N  
Last checked by: \_\_\_\_\_ Date: \_\_\_\_\_

## 2. Receiver

- a. Receiver sensitivity within PMS specs  
(MRC 4516/064 A-1) ..... Y / N  
Last checked by: \_\_\_\_\_ Date: \_\_\_\_\_

## 3. Antenna

- a. VSWR within PMS specs (MRC 4516/064 A-1) .... Y / N  
Last checked by: \_\_\_\_\_ Date: \_\_\_\_\_

## C. Performance

## 1. Range check (Obtain from OS's).

STD \_\_\_\_\_ NM Actual \_\_\_\_\_ NM

## 2. Performance remarks (if NO, IREPS results or PMS recheck):

- a. Can the steps in Chapter 6 of the MHC-51 Class Operational Light-off and Shutdown Procedures (CSS-2120-94-004) be accomplished? ..... Y / N

Technician: \_\_\_\_\_

REMARKS \_\_\_\_\_  
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Assessor (S) : \_\_\_\_\_

DATE : \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION IX EQUIPMENT &amp; MATERIAL

SUBSECTION IX-7 .50 CALIBER MACHINE GUN

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## A. EQUIPMENT/INSTRUCTIONS/MANUALS

1. Is there a complete set of technical manuals  
available? ..... Y / N
2. Are the latest changes incorporated? ..... Y / N

## B. Mount installation

1. Are the locations of mounts IAW S/A or TYCOM  
Issued ALT? (TIA) #: ..... Y / N

**NOTE****NEED LIST OF AUTHORIZED LOCATIONS**

## C. Placards

1. Are operating instructions posted?  
(TM 9-1005-213-10) ..... Y / N
2. Are safety precautions posted?  
(US NAVY REGS 1990 ARTICLE 0825) ..... Y / N
3. Are misfire procedures posted?  
(US NAVY REGS 1990 ARTICLE 0825) ..... Y / N

## D. Mount safety devices (TM 9-1005-213-10)

1. Are locking pins installed and operable? ..... Y / N
2. Are positive stops and firing cutouts correct? ... Y / N

## E. Communications/Control (COMNAVSURFLANT MSG 0115339Z AUG 84)

1. Are sound powered phone circuit communications  
to the bridge and/or cease fire alarms in place? . Y / N
2. If sound powered phones installed, do personnel  
know proper phone techniques? ..... Y / N

## F. Mount condition (TM 9-1005-213-10)

1. Is barrel lock in good working condition? ..... Y / N

## G. Critical tools/material (MRC 7611/R9)

1. Is a bore erosion gage available? ..... Y / N
2. Is a breech-bore gage available? ..... Y / N



## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION IX EQUIPMENT &amp; MATERIAL

## SUBSECTION IX-8 BOAT CRANE(GN 1/5)

## A. EQUIPMENT/INSTRUCTIONS/MANUALS

1. Is there a complete set of technical manuals available? ..... Y / N
2. Are the latest changes incorporated? ..... Y / N
3. Are operating instructions and safety precautions posted?..... Y / N
4. Is weight test data up to date and posted?..... Y / N
5. Are brakes properly adjusted IAW Technical Manual?Y / N
6. Are any hydraulic oil leaks evident?..... Y / N
7. Is the control station's joystick marked for direction?..... Y / N
8. Do the control levers return to the neutral position when released?..... Y / N
9. Are whip wires proper size, length and laid or spooled properly..... Y / N
10. Do whip wires meet proper PMS requirements?..... Y / N
11. Is crane free of rust?..... Y / N
12. Does the Battle Short Lever operate properly?.... Y / N
  - a. Is it marked for direction and painted red?.. Y / N
13. Are hydraulic hoses labeled and tested?..... Y / N
14. Are the operating gauges on crane calibrated?.... Y / N
15. Does the manual brake operate freely and is it marked for direction?..... Y / N
16. Do the limit switches operate properly?..... Y / N
17. Are blocks and sheaves in good condition?..... Y / N
18. Is the lubrication chart posted?..... Y / N
19. Are hydraulic ball valve handles painted red and marked for direction?..... Y / N
20. Are hydraulic ball valves labeled?..... Y / N

## SUBSECTION IX-8 BOAT CRANE(GN 1/5)

21. Is the crane fitted with a seat belt..... Y / N
  - a. Is the belt in good condition, not frayed  
buckles and fittings operable and not rusted? Y / N
22. Is the self-aligning sheave in good condition  
and free to spin and rotate?..... Y / N
23. Is the fluid level in the oil level sight glass  
above the minimum level?..... Y / N
24. Are the turret and turnbuckle assemblies properly  
maintained IAW PMS and free to turn?..... Y / N
25. Does the slew ring lock assembly operate freely?. Y / N
26. Does the manual Hydraulic pump work freely?..... Y / N

## B. STATIC CHECKS

1. Electronic Control Unit
  - a. Is the controller clean, free of dust and  
foreign matter?..... Y / N
  - b. Does the controller have;
    - 1) Any loose hardware ..... Y / N
      - a) Corrosion ..... Y / N
    - 2) Loose connections ..... Y / N
    - 3) Overheated wires or components ..... Y / N
  - c. Is there sufficient overload protection with  
proper settings(100%)?..... Y / N
2. 12KW Electric Starter Motor
  - a. Is the controller clean, free of dust and  
foreign matter?..... Y / N
  - b. Does the controller have;
    - 1) Any loose hardware ..... Y / N
    - 2) Corrosion ..... Y / N
    - 3) Loose connections ..... Y / N
    - 4) Overheated wires or components ..... Y / N
  - c. Is there sufficient overload protection with  
proper settings (100%)?..... Y / N
  - d. Are electrostatic discharge sensitive device  
handling procedures being adhered to?..... Y / N
3. Hydraulic Power Unit

SUBSECTION IX-8 BOAT CRANE(GN 1/5)

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- a. Are the HPU gauges within calibration?..... Y / N
- b. Are there any hydraulic leaks evident from the gearbox?..... Y / N
- c. Is the slew ring locking assembly in good working order and is the engage lever handle painted red and marked for direction?..... Y / N
- d. Is the oil level sightglass between minimum and maximum?..... Y / N
- e. Does the ship have a manual pump handle onboard?..... Y / N
- f. Are safety precautions posted?..... Y / N
- g. Are operating instructions posted?..... Y / N

C. OPERATIONAL TESTING

- 1. Limit switches operate IAW PMS..... Y / N
- 2. Brakes operate properly ..... Y / N
- 3. All indicator lights and gauges operate Properly. Y / N

REMARKS\_\_\_\_\_

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Assessor(S) : \_\_\_\_\_

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## AFLOAT SELF-ASSESSMENT CHECKSHEETS

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## SECTION IX EQUIPMENT &amp; MATERIAL

SUBSECTION IX-9 GENERAL PURPOSE ELECTRONIC TEST EQUIPMENT

Ref: (a)CINCPACFLT/CINCLANTFLTINST 4790.3 (21 AUG 1996)

(b) NAVSEAINST 4734.1A (93 Apr 23)

## A. ALLOWANCE/INVENTORY TOTALS

## 1. Allowance (SPETERL)

- a. SPETERL Date \_\_\_\_\_
- b. Total number allowed \_\_\_\_\_
- c. Non-critical deficiencies \_\_\_\_\_
- d. Critical deficiencies \_\_\_\_\_
- e. Deleted/removed: still showing as allowance \_\_\_\_\_
- f. Unlisted SPETERL deficiencies \_\_\_\_\_
- g. Unlisted SPETERL allowances appearing as excess \_\_\_\_\_
- h. Excess \_\_\_\_\_

## 2. Inventory (Measure/Calibration Recall Program)

- a. AISPC last update \_\_\_\_\_
- b. Total number of pieces \_\_\_\_\_
- c. No Cal Required (NCR) \_\_\_\_\_
- d. Inactive \_\_\_\_\_
- e. Ancillaries/accessories/SPETE not accountable on SPETERL \_\_\_\_\_
- f. Repair/exchange/survey (non-cal items) \_\_\_\_\_
- g. Calibratable T/E onboard \_\_\_\_\_
- h. Onboard and in cal \_\_\_\_\_
- i. Onboard and out of cal \_\_\_\_\_
- j. Onboard calabratable T/E (active) for repair/exchange/survey \_\_\_\_\_
- k. Off ship for cal \_\_\_\_\_

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 SUBSECTION IX-9 GENERAL PURPOSE ELECTRONIC TEST EQUIPMENT
 

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1. Off ship for repair/cal \_\_\_\_\_
- m. Percentage of calibratable T/E onboard  
and in cal (85% MIN) \_\_\_\_\_%

## B. SPETERL MANAGEMENT

1. Does the SPETERL reflect latest known requirements?..... Y / N
2. ACRs/4790 CKs submitted to correct SPETERL allowance vs shipboard inventory discrepancies?... Y / N
3. Deficiencies identified and action taken to procure required T/E?..... Y / N
4. Critical deficiencies identified and action taken to fill the maintenance support void while required T/E is being procured?..... Y / N
5. Excess T/E identified and action taken to remove from ship or add to SPETERL allowance?..... Y / N
6. Annual inventory conducted and report submitted?. Y / N

## C. MEASURE/CALIBRATION RECALL PROGRAM INVENTORY MANAGEMENT

1. All T/E onboard in AISPC inventory and/or authorized calibration recall program inventory?. Y / N
2. Do the AISPC and authorized calibration recall program reflect the same equipment inventory?.... Y / N
3. T/E inop, rejected, or beyond economical repair identified and action taken to repair/replace?... Y / N
4. Utilize GPETE Loan Pools to fill critical preventive or corrective maintenance requirements while ship's T/E is being repaired/calibrated/replaced?..... Y / N
5. All GPETE with a value of more than \$500 on signature custody cards?..... Y / N

## D. GPETE REFERENCES

1. Are the following GPETE references available and current:
  - a. Measure Users Manual (OPNAV 43P6) ..... Y / N
  - b. NAVSEA ST000-AB-GYD-010/PEETE Test Equipment Stowage Guide ..... Y / N

SUBSECTION IX-9 GENERAL PURPOSE ELECTRONIC TEST EQUIPMENT

E. MISCELLANEOUS

1. T/E properly stowed?..... Y / N

F. SPOT CHECK

Equipment nomenclature	Remarks
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
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Remarks: \_\_\_\_\_

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## AFLOAT SELF-ASSESSMENT CHECKSHEETS

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## SECTION IX EQUIPMENT &amp; MATERIAL

## SUBSECTION IX-10 MINE WARFARE EQUIPMENT (WEAPONS)

## A. AN/SLQ-48

1. Is there a complete set of technical manuals available?(IETM VERSION\_\_\_\_\_) ..... Y / N
2. Are operating instructions posted? ..... Y / N
3. Ordnance Handling:
  - a. Is ship able to Demonstrate MP-1 Build/handling/loading procedures? ..... Y / N
  - b. Is ship able to Demonstrate MP-2 Build/handling/loading procedures? ..... Y / N
  - c. Is ship able to Demonstrate MP-3 Build/handling/loading procedures? ..... Y / N
  - d. Bomb Loader Assembly:
    - 1) Does it operate freely? ..... Y / N
    - 2) Is it properly preserved? ..... Y / N
    - 3) Properly Lubricated? ..... Y / N
    - 4) Does Locking Pin Assembly operate freely? Y / N
    - 5) Weight test up to date ..... Y / N
4. PMS
  - a. A-6R (Clean and Inspect destructor handling truck)
    - 1) Are all parts secure and undamaged? ..... Y / N
    - 2) Does the brake work properly? ..... Y / N
5. Inventory
  - a. Hook Jack/Extender MP-1 (609-8889)(1) .... 1 \_\_\_\_\_
  - b. Bomblet Battery 141/0(517-8263) ..... 24 \_\_\_\_\_
  - c. Mine Cable Cutter Battery 142/0 (526-7935) ..... 24 \_\_\_\_\_
  - d. MK-26 (MP-1) ..... 24 \_\_\_\_\_
  - e. MK-57 (MP-2) ..... 20 \_\_\_\_\_
  - f. MK-27 (MP-1 Training) ..... 2 \_\_\_\_\_
  - g. MK-57 (MP-2 Training) #5917058 ..... 1 \_\_\_\_\_

SUBSECTION IX-10 MINE WARFARE EQUIPMENT (WEAPONS)

- h. MK-57 (MP-2 Practice) #5917065 ..... 1 \_\_\_\_\_
- i. MP-3 ..... \_\_\_\_\_

Remarks: \_\_\_\_\_

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Assessor(s) \_\_\_\_\_

Date: \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

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## SECTION IX EQUIPMENT &amp; MATERIAL

## SUBSECTION IX-11 UMBILICAL CABLE HANDLING SYSTEM (UCHS)

## A. EQUIPMENT/INSTRUCTIONS/MANUALS

1. Is there a complete set of technical manuals available? ..... Y / N
2. Are the latest changes incorporated? ..... Y / N
3. Are operating instructions posted? ..... Y / N
4. Are safety precautions posted? ..... Y / N
5. Is the area surrounding the UCHS umbilical cable and accumulator clear with no gear stowed or adrift? ..... Y / N

## B. UCHS Winch:

1. Is the UCHS Electric Brake:
  - a. Properly adjusted? ..... Y / N
  - b. Clean? ..... Y / N
2. Does the after electric brake manual release:
  - a. Have a proper handle? ..... Y / N
  - b. Does the handle work properly? ..... Y / N
3. Are there any hydraulic leaks evident from the gearbox? ..... Y / N
4. Are the following gauges, switches, meters and thermometers calibrated?
  - a. UCHS 0-1000psi    HYD FIL SUP..... Y / N
  - b. UCHS 0-3000psi    WINCH PUMP DIS ..... Y / N
  - c. UCHS 250-3000psi    WINCH PUMP OVER  
PRESSURE SWITCH ..... Y / N
  - d. UCHS 60-350psi    WINCH PUMP DIS SWITCH ..... Y / N
  - e. UCHS 20-240DEGF    WINCH PUMP OIL DIS  
THERMOMETER ..... Y / N
  - f. UCHS 90-165DEGF    WINCH PUMP OIL DIS TEMP  
SWITCH ..... Y / N
  - g. UCHS 0-30INHG    WINCH PUMP HYD SUC VACUUM  
GUAGE ..... Y / N

- h. UCHS 0-3000psid    HYD LINE DIRECTION PRES  
TRANSDUCER ..... Y / N
- i. UCHS 0-200psi      CABLE TENSION PANEL METER ... Y / N
- j. UCHS 0-700fpm      CABLE VELOCITY PANEL METER .. Y / N
- 5. Does the manual drive work properly? ..... Y / N
- C. Power Control Unit (PCU):
  - 1. Are all switches properly marked? ..... Y / N
  - 2. Is the control unit properly marked? ..... Y / N
  - 3. Is the control unit clean? ..... Y / N
- D. Operator Control Unit (OCU):
  - 1. Are all switches properly marked? ..... Y / N
  - 2. Is the control properly marked? ..... Y / N
  - 3. Is the control unit clean? ..... Y / N

REMARKS\_\_\_\_\_

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## AFLOAT SELF-ASSESSMENT CHECKSHEETS

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## SECTION IX EQUIPMENT &amp; MATERIAL

## SUBSECTION IX-12 MULTI-PURPOSE CRANE (MPC)

## A. EQUIPMENT/INSTRUCTIONS/MANUALS

1. Is there a complete set of technical manuals available? ..... Y / N
2. Are operating and safety instructions posted? ... Y / N
3. Is weight test data up to date and posted? ..... Y / N
  - a. MPC date\_\_\_\_\_
  - b. Whip wire date\_\_\_\_\_
4. Are brakes properly adjusted IAW technical Manual? ..... Y / N
6. Are any hydraulic oil leaks evident? ..... Y / N
7. Is the control station's joystick marked for direction? ..... Y / N
8. Are whip wires proper size, length and laid or or spooled properly? ..... Y / N
9. Do whip wires meet proper PMS requirements? ..... Y / N
10. Is crane free of rust? ..... Y / N
11. Does the Battle Short Lever operate properly? ... Y / N
  - a. Is it marked for direction? ..... Y / N
12. Are hydraulic hoses labeled and tested? ..... Y / N
13. Are the operating gauges on crane calibrated? ... Y / N
14. Is the operating station clearly marked for direction? ..... Y / N
15. Does the manual brake operate freely and is it marked for direction? ..... Y / N
16. Do the limit switches operate properly? ..... Y / N
17. Are blocks and sheaves in good condition? ..... Y / N
18. Is the lubrication chart posted? ..... Y / N
19. Are hydraulic ball valve handles painted red and marked for direction? ..... Y / N
20. Are hydraulic ball valves labeled? ..... Y / N



## SUBSECTION IX-12 MULTI-PURPOSE CRANE (MPC)

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- 
21. Is the crane fitted with a seat belt? ..... Y / N
    - a. Is the belt in good condition, not frayed  
buckles and fittings operable and not  
rusted? ..... Y / N
  22. Is the self-aligning sheave in good condition  
and free to spin and rotate? ..... Y / N
  23. Is the umbilical cable sheave in good condition  
and free to spin? ..... Y / N
  24. Do the control levers return to neutral position  
when released? ..... Y / N
  25. Is the fluid level in the oil level sight glass  
above the minimum level? ..... Y / N
  26. Are the turret and turnbuckle assemblies properly  
maintained IAW PMS and free to turn? ..... Y / N
  27. Does the slew ring lock assembly operate  
freely? ..... Y / N
  28. Does the manual hydraulic pump freely? ..... Y / N
  29. Is the snubber properly maintained IAW PMS? ..... Y / N
    - a. Is the micro switch properly adjusted for  
modes 1 and 2? ..... Y / N
- B. STATIC CHECKS:
1. Electronic Control Unit:
    - a. Is the controller clean, free of dust and  
foreign matter? ..... Y / N
  2. Does the controller have:
    - a. Any loose hardware? ..... Y / N
    - b. Corrosion? ..... Y / N
    - c. Loose connections? ..... Y / N
    - d. Overheated wires or components? ..... Y / N
  3. Is there sufficient overload protection with  
proper settings (100%)? ..... Y / N
- C. 12KW Electric Starter Motor:
1. Is the controller clean, free of dust and  
foreign matter? ..... Y / N
  2. Does the controller have:

## SUBSECTION IX-12 MULTI-PURPOSE CRANE (MPC)

- 
- a. Any loose hardware? ..... Y / N
  - b. Corrosion? ..... Y / N
  - c. Loose connections? ..... Y / N
  - d. Overheated wires or components? ..... Y / N
  3. Is there sufficient overload protection with proper settings (100%)? ..... Y / N
  4. Are electrostatic discharge sensitive device handling procedures being adhered to? ..... Y / N
- D. Control Panel Assembly:
1. Is the controller clean, free of dust and foreign matter? ..... Y / N
  2. Does the controller have:
    - a. Any loose hardware? ..... Y / N
    - b. Corrosion? ..... Y / N
    - c. Loose connections? ..... Y / N
    - d. Overheated wires or components? ..... Y / N
  3. Is there sufficient overload protection with proper settings (100%)? ..... Y / N
  4. Is the panel marked for directions? ..... Y / N
  5. Are all thermometers, gauges, and meters within calibration? ..... Y / N
- D. Hydraulic Power Unit:
1. Are the HPU gauges within calibration? ..... Y / N
  2. Are there any hydraulic leaks evident from the gearbox? ..... Y / N
  3. Is the slew ring locking assembly in good working order and is the engage lever handle painted red and marked for direction? ..... Y / N
  4. Is the oil level sightglass between minimum and maximum? ..... Y / N
  5. Does the ship have a manual pump handle onboard? ..... Y / N
  6. Are the control stick handles painted red and marked for direction? ..... Y / N

SUBSECTION IX-12 MULTI-PURPOSE CRANE (MPC)

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- 7. Are safety precautions posted? ..... Y / N
- 8. Are operating instructions posted? ..... Y / N
- 9. Does the battle short lever operate properly  
and is it marked for direction? ..... Y / N

E. Operational Testing:

- 1. Limit switches operate IAW PMS? ..... Y / N
- 2. Brakes operate properly? ..... Y / N
- 3. Control sticks return to neutral upon release? . Y / N
- 4. All indicator lights and gauges operate  
properly? ..... Y / N

REMARKS\_\_\_\_\_

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Assessor (S) : \_\_\_\_\_

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AFLOAT SELF-ASSESSMENT CHECKSHEETS

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SECTION X SUPPORT SYSTEMS/AUXILIARIES

SUBSECTION X-1 AN/UQN-4 FATHOMETER

A. EQUIPMENT/INSTRUCTIONS/MANUALS

- 1. Are operating instructions posted? ..... Y / N
- 2. Is there a complete set of technical manuals  
available? ..... Y / N
- 3. Do all manuals have the latest changes entered? . Y / N
- 4. Are Standing Orders posted for the fathometer  
operator on the equipment?..... Y / N
- 5. Are keel reference placards in place for the  
transmitter and all remote units?..... Y / N
- 6. Are navigational reference placards posted on  
transmitter and all remote readouts?..... Y / N
- 7. Operability assessed via:
  - a. MRC (M-1R).....SAT/UNSAT
  - b. Normal operations.....SAT/UNSAT
  - c. Operational Light-off and Shutdown procedures  
(CSS-2120-94-003) posted, per MHC-51 Class  
instructions?.....Y / N

REMARKS \_\_\_\_\_  
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AFLOAT SELF-ASSESSMENT CHECKSHEETS  
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SECTION X SUPPORT SYSTEMS/AUXILIARIES

SUBSECTION X-2 BATHYTHERMOGRAPH (AN/BQH-7A XBT)

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A. EQUIPMENT/INSTRUCTIOUS/MANUALS

- 1. Are operating instructions posted?.....Y / N
- 2. Is there a complete set of technical manuals available?.....Y / N
- 3. Do all manuals have the latest changes entered?.....Y / N
- 4. Check the operability of the system via:
  - a. MRC (R-1Q).....SAT/UNSAT
  - b. XBT drop.....SAT/UNSAT
- 5. Did the recorder pen give indication of proper alignment and temperature readings?..... Y / N
- 6. Did reload and launch lights on recorder function properly?..... Y / N
- 7. When launcher was initially loaded with B/T probe and breech was closed, did recorder pen line up at 62.5 degrees within 5 seconds?..... Y / N
- 8. Did the XBT recorder operate properly (utilizing the test canister)?..... Y / N
- 9. Conduct interface test between Seabird computer and GCCS-M/MEDAL?.....SAT/UNSAT

REMARKS \_\_\_\_\_  
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ASSESSOR(S) : \_\_\_\_\_

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## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION X SUPPORT SYSTEMS/AUXILIARIES

SUBSECTION X-3 AN/WQC-2 UNDERWATER TELEPHONE

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## A. EQUIPMENT/INSTRUCTIONS/MANUALS

## 1. AN/WQC-2 Underwater Telephone

- a. Are operating instructions posted? ..... Y / N
- b. Is there a complete set of technical manuals  
available? ..... Y / N
- c. Do all manuals have all pages and fold outs? . Y / N
- d. Do all the manuals have the latest changes  
entered? ..... Y / N
- e. Was Sonar MRC 4421-/R-4 completed  
satisfactorily? ..... Y / N

## 2. Operability assessed via:

- a. MRC (R-4) ..... SAT/UNSAT
- b. Normal operations ..... SAT/UNSAT

3. Conduct interface operability test between  
WQC-2 and AN/SLQ-48 transmission  
capability ..... SAT/UNSAT

4. Conduct an interface/operability test between  
the over the side transducer and the AN/SLQ-48  
system ..... SAT/UNSAT

REMARKS \_\_\_\_\_

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AFLOAT SELF-ASSESSMENT CHECKSHEETS

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SECTION X SUPPORT SYSTEMS/AUXILIARIES

SUBSECTION X-4 MISCELLANEOUS CIC EQUIPMENT

A. EQUIPMENT

- 1. Was the following equipment (where applicable) in operational condition?
  - a. GYRO compass repeaters (CIC)?..... Y / N
  - b. Emergency lighting for displays (non-electronic)?..... Y / N
- 2. Were the status boards posted and up to date?
  - a. Schedule of events board?..... Y / N
  - b. Equipment Status board?..... Y / N
- 3. Were the daily changing call signs posted?..... Y / N

REMARKS\_\_\_\_\_

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ASSESSOR ( S ) : \_\_\_\_\_

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AFLOAT SELF-ASSESSMENT CHECKSHEETS

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SECTION X SUPPORT SYSTEMS/AUXILIARIES

SUBSECTION X-5 SEABIRD/SEACAT SYSTEM

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A. EQUIPMENT/INSTRUCTIONS/MANUALS

1. Are operating instructions posted?.....Y / N
2. Is there a complete set of technical manuals  
available?(IETM VERSION\_\_\_\_\_)?.....Y / N
3. Check the operability of the system:
  - a. Using recorded  
data.....SAT/UNSAT
  - b. SEABIRD  
Deployment.....SAT/UNSAT
  - c. BSP  
deployment.....SAT/UNSAT
4. Was the operator familiar with the system?.....Y / N
5. Was the winch in operating condition?.....Y / N
6. Conduct operability test between BSP and  
MEDAL?.....Y / N

REMARKS \_\_\_\_\_

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ASSESSOR ( S ) : \_\_\_\_\_

DATE : \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION XI SAFETY

SUBSECTION XI-I GENERAL SAFETY

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REF: OPNAVINST 5100.19B

## A. ADMINISTRATION

1. Is there a Safety Petty Officer appointed for the department?..... Y / N
2. Is the department Safety Petty Officer E-5 or above?..... Y / N
3. Has the department Safety Petty Officer attended the Ship's Division Safety Petty Officer Course (J-493-2099) prior to or within six months of assuming their duties?..... Y / N
4. Has the department Safety Petty Officer completed the PQS for division Safety Petty Officers (NAVEDTRA 43460-1) within six months of being assigned?..... Y / N
5. Has the department been consistent in participating in the Enlisted Safety Committee?..... Y / N
6. Has the department used quarters to conduct two five-minute safety briefs per month?..... Y / N
7. Are training films and periodicals used to enhance on-board training of safety topics?..... Y / N
8. Is there an up-to-date chapter on safety in the department organization manual?..... Y / N
9. Have all department personnel received training on electrical safety and first aid associated with electrical shock upon reporting aboard and/or within the past year?..... Y / N
10. Has the film "*Electricity-Your Deadly Shipmate Aboard*" been shown to all hands within the past year?..... Y / N
11. Was the Hazard Awareness Kit (HAWKIT) on electrical safety used within the past year (not mandatory)?..... Y / N

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 SUBSECTION XI-I GENERAL SAFETY
 

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12. Are personnel trained biennially (every two years) in Cardiopulmonary Resuscitation (CPR) procedures by a certified instructor? (OPNAVINST 5100.19B ART C090682)..... Y / N
13. Are periodic electrical safety reminders included in the Plan of the Day?..... Y / N
14. Do department Safety Petty Officers ensure that prescribed personal protective equipment is provided and properly used by trained division personnel?..... Y / N
15. Is adequate funding provided to obtain or replace missing or worn out personal protective equipment (PPE)?..... Y / N
16. Does the Safety Officer, in conjunction with the Master-At-Arms Force, monitor work stations to ensure that personal protective equipment is used for required work or in required spaces as well as being worn in a proper manner?..... Y / N
17. Do department heads stock sufficient personal protective equipment to support the division's needs and issue it to personnel when required?... Y / N
18. Do department heads ensure that personal protective equipment is properly maintained?..... Y / N
19. Do departments properly stow PPE?..... Y / N
20. Are maintenance and inspections (PMS) being done at the proper intervals on those PPE items which require PMS?..... Y / N
21. Do personnel, who are required to wear or use PPE in work, receive training prior to use, and annually thereafter?..... Y / N
22. Is the GOING ALOFT procedure adequate? (OPNAVINST 5100.19B CH C8)..... Y / N
  - a. Is the Department Safety PO familiar with Going Aloft procedures?..... Y / N
23. Are Emergency Escape Breathing Devices (EEBDS) accessible and mounted correctly? (NSTM 077).....Y / N
24. Do Department Safety Petty Officers inspect division spaces and submit Safety Hazard Reports on identified deficiencies?..... Y / N

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**SUBSECTION XI-I GENERAL SAFETY**

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25. Are the results of work place inspections and survey And appropriate Safety Hazard Reports provided to The applicable department head for correction of deficiencies?..... Y / N
26. Are OPNAV Form 4790/2Ks generated on safety deficiencies assigned a Risk Assessment Code (RAC), entered into Block 15, and reviewed by the Safety Officer?..... Y / N
27. Are Risk Assessment Codes being properly determined?..... Y / N
28. Is the Department Safety PC qualified maintenance personnel familiar with the TAG OUT Log and procedures contained therein?..... Y / N

**B. MATERIAL**

1. Is rubber matting available or installed adjacent to electronic workbenches, equipment and switchboards?..... Y / N
2. Is slip-resistant deck covering installed on antenna platforms and working areas aloft?..... Y / N
3. Are adequate grab rods and safety lines installed where required?..... Y / N
4. Are ladders, handrails and other similar structures properly grounded?..... Y / N
5. Is there a safety climbers rail installed?..... Y / N
6. Are associated accessories on board and in good condition?..... Y / N
7. Is the climbing safety system being utilized?.... Y / N
8. Are the parachute type safety harness and associated safety lines being used by personnel going aloft?..... Y / N
9. Are they in satisfactory material condition?..... Y / N
10. Is general, routine housekeeping adequate to preclude hazardous clutter, obstructions and slippery deck conditions?..... Y / N
11. Are electronic workshops free of steel wool and emery cloth?..... Y / N
12. Are hand-held power driven tools insulated and safety checked IAW standard safety practice?..... Y / N

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SUBSECTION XI-I GENERAL SAFETY

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13. Are bulk quantities of flammable PMS/ Corrective maintenance liquids with flashpoints below 200°F stored in a flammable liquid storeroom when not in actual use?..... Y / N
- a. Are seven day supplies of 200°F or greater flammable PMS materials stored in an appropriately marked container?..... Y / N
14. Were any of the following chemicals, prohibited for use or storage aboard any navy ship, noted during the survey?
- a. Carbon Tetrachloride..... Y / N
- b. PD-680 Type 1 (Dry Cleaning)..... Y / N
- c. Tetrachlorethane..... Y / N
15. Is emergency destruction equipment (fireaxes, sledge hammers, and mauls) secured to prevent horizontal or vertical movement?..... Y / N
16. Are relay-controlled emergency lanterns installed to illuminate classified material stowage containers?..... Y / N
17. Is access to power panels restricted by installation of equipment or furniture or by stowage of materials?..... Y / N
- a. Are power panel doors removed from distribution panels located in spaces that are normally manned?..... Y / N
18. Are topside liferail accesses fitted with 5/8" polyester or double-braided nylon rope with 5/16" anchor shackles on one end and 4" steel snap hooks on the other (except in heat or blast areas)?..... Y / N
19. Are cables properly supported with cable hangers/banding straps?..... Y / N
20. Are plastic cable-straps (tie-wraps) in use to support cables?..... Y / N
21. Are proper bulkhead/deck penetrations being used?..... Y / N

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SUBSECTION XI-I GENERAL SAFETY

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22. Are all portable test equipment and tools equipped with 3-prong grounded type plugs?..... Y / N
  - a. Are grounded receptacles provided in vicinity Of equipment?..... Y / N
23. Is there a portable CO<sup>2</sup>, fire extinguisher readily available and properly maintained?..... Y / N
24. Are all safety devices (i.e., interlocks) operational?..... Y / N
25. Is the capability provided for securing power to specific electronic equipment within the compartment where the equipment is located?..... Y / N
26. Is there a cut-out switch that would disconnect all gyro/synchro inputs located in the same space as the equipment?..... Y / N
27. Is the air conditioning/ventilation system operating properly?..... Y / N
28. Is adequate test equipment stowage provided?..... Y / N
29. Are equipment shock mounts properly installed and in good material condition?..... Y / N
30. Are all electronic equipments, equipment enclosures, cabling and accessories electrically bonded to the ship's ground system?..... Y / N
31. Are personally owned electronics and ship's entertainment systems inspected and approved IAW current directives?..... Y / N
32. Is the bridge-to-bridge radio connected to an emergency power source?..... Y / N
33. Are the proper computer power strips in use or aboard?..... Y / N

## C. SIGNS AND PLACARDS

1. Were the following signs posted where required?
  - a. High voltage..... Y / N
  - b. Safety precautions for electronics..... Y / N
  - c. Workbench signs..... Y / N
  - d. Equipment operating instructions..... Y / N
  - e. RF radiation hazards..... Y / N
  - f. F-ADHAZ warning circles..... Y / N

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 SUBSECTION XI-I GENERAL SAFETY
 

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- g. EMCON signs ..... Y / N
- h. Radar circuit disablement sign ..... Y / N
- i. EMERGENCY SCUTTLE, DO NOT BLOCK sign ..... Y / N
- j. Flammable material/liquid sign ..... Y / N
- k. Electrical grade mat required within marked  
line sign ..... Y / N

REMARKS \_\_\_\_\_

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EVALUATOR ( S ) : \_\_\_\_\_

DATE : \_\_\_\_\_



AFLOAT SELF-ASSESSMENT CHECKSHEETS  
MHC-51

SECTION XI SAFETY

SUBSECTION XI-2 WEAPONS SAFETY ADMINISTRATION

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A. RECORDS AND REPORTS

- 1. Are logs for the following maintained and up-to-date:
  - a. Sprinkler system tests..... Y / N
  - b. Temperatures..... Y / N
  - c. Weapons inventory..... Y / N
  - d. Security checks..... Y / N
- 2. Are daily ammunition inspections conducted **and**  
**a log maintained?**..... Y / N

B. INSTRUCTIONS AND PUBLICATIONS

- 1. Are ordnance safety publications, and  
instructions on board and up-to-date?..... Y / N
- 2. Does the ship have a hero bill?..... Y / N

REMARKS \_\_\_\_\_  
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EVALUATOR (S) : \_\_\_\_\_

DATE : \_\_\_\_\_

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

MHC-51

## SECTION XI SAFETY

SUBSECTION XI-3 ELECTRONIC SHOP SAFETY

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## A. GENERAL

1. Has a RADHAZ SURVEY been conducted? (American National Safety Levels with Respect to Human Exposure to Radio Frequency Electromagnetic fields, 3 kHz to 300 ghZ (ANSI C95.1-1991), DOD Instruction 6055.11 Protection of DOD Personnel from Exposure to Electromagnetic Fields at Radio Frequencies from 3 kHz to 300 GHz, OPNAVINST 5100.23B Navy Occupational Safety and Health (NAVOSH) Program Manual ..... Y / N
2. Are the following available and in good/satisfactory condition?
  - a. EIMB GENERAL HANDBOOK, NAVSEA 0967-LP-00-0100, Section 3 ..... Y / N
    - 1) Utilized and familiar to all electronic personnel? ..... Y / N
  - b. Shorting Probes (EIB 926, 932, E-11 19 NOV 90, NAVSEA DWG 58711-5003-000 REV A) ..... Y / N
3. Rubber Gloves (OPNAVINST 5100.19, (NSTM CHAP 300) Y / N
4. Deck Matting (NSTM CHAP 634) ..... Y / N
5. ELECTRICAL/ELECTRONIC Safety Precaution signs (GEN SPEC 070, 602H) ..... Y / N
6. DANGER HIGH VOLTAGE/SHOCK HAZARD Signs (GEN SPEC 070, 300) ..... Y / N
7. CARDIO-PULMONARY (CPR) RESUSCITATION Signs and Emergency Airway Inserts (GEN SPEC 403F) ..... Y / N
8. Multiple Source Warning Labels (GEN SPEC 403, EIB 941) ..... Y / N

SUBSECTION XI-3 ELECTRONIC SHOP SAFETY

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REMARKS \_\_\_\_\_  
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EVALUATOR ( S ) : \_\_\_\_\_

DATE : \_\_\_\_\_

ENGINEERING

AFLOAT SELF-ASSESSMENT CHECKSHEETS

SECTION XII ENGINEERING DEPARTMENT

SUBSECTION XII-1 ENGINEERING DEPARTMENT MATERIAL  
HISTORY/INCLUDING BEARING RECORDS & CSMP

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- Ref: A. CINCLANTFLT/CINCPACFLTINST 4790.3 (Series) (JOINT  
FLEET  
MAINTENANCE MANUAL)
- B. COMNAVSURFLANTINST 3540.22 (Series)
- C. OPNAVINST 4790.4 (Series) (3-M MANUAL)
- D. ENGINEERING DEPARTMENT MASTER 43P1
- E. NSTM 081 (WATERBOURNE UNDERWEATER HULL CLEANING OF  
NAVAL SHIPS)
- F. NSTM 231 (PROPULSION TURBINES STM.)
- G. NSTM 244 (BEARINGS)

OVERALL PROGRAM EVALUATION:

EFFECTIVE\_\_\_\_\_ PARTIALLY EFFECTIVE\_\_\_\_\_ NOT  
EFFECTIVE\_\_\_\_\_

GUIDELINES FOR PROGRAM EVALUATION:

**EFFECTIVE:** Program is working correctly with few minor deficiencies and is administered by personnel completely familiar with their responsibilities.

**PARTIALLY EFFECTIVE:** Program has some significant deficiencies but is meeting the basic goals of the program.

**NOT EFFECTIVE:** A program that has not been properly implemented. A program that has the appropriate directives published with shipboard infrastructure in place, but not correctly executed; or a program with numerous significant deficiencies with regard to execution.

1. Representative deficiencies that may lead to an unsatisfactory finding:

a. CSMP not being used as a management tool and does not accurately describe the material condition of a work center.

b. No record established and kept for departure from specification (include not entered on the CSMP)

SUBSECTION XII-1 ENGINEERING DEPARTMENT MATERIAL  
HISTORY/INCLUDING BEARING RECORDS & CSMP

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c. Constants, oil clearances, and date of establishment posted/stamped at journal bearing not matching constants listed in bearing records.

d. No permanent bearing records being maintained for specific equipment.

e. Constants, oil clearances, and date of establishment not being recorded or updated in bearing record log.

g. Entries not being reviewed by key personnel and action not taken.

h. Erroneous readings (particularly negative depth mic readings) being entered without comment or not being noted as such. No recognition or challenging of erroneous reading by reviewing personnel.

i. Unsafe material condition exists with no action being taken.

**Overview:**

The objective of Material History/ Bearing records is to review the past history of equipment in order to identify present or potential problem areas and to perform a more detailed analysis of equipment which exhibit high failure rates or excessive repairs.

The CSMP provides shipboard maintenance managers with the consolidated listing of deferred maintenance to manage and control its accomplishment. It is the corporate memory. Ships which invest in thorough, well researched, detailed work deferrals (4790/2K forms) achieve higher material readiness, repair activities are able to plan the work without shipcheck.

Bearing Records are required on all ship classes regardless of propulsion type. Thrust, journals, and line shaft bearing clearances must be retained in an appropriate log or record.

Diesel material history is covered under Diesel Trend program.

Gas Turbine material history is covered under the MGTESR program.

Operating Records and Legal Records are important supplements to material history.

SUBSECTION XII-1 ENGINEERING DEPARTMENT MATERIAL  
HISTORY/INCLUDING BEARING RECORDS & CSMP

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Lube Oil Quality Management Program like operating records, BFWW, Diesel Trend Analysis and Diesel Jacket Water Chemistry is important as a PREDICTIVE maintenance program. Thus it also supports and is supported by the material history program since it identifies impending equipment failure.

The Instrument Log is covered under the tag out program.

Each ship during its life cycle receives an enormous amount of information. If relevant material is not readily available to engineering department personnel it may as well not be received. The proper management of information is essential to maintaining a material history. The following is one way in which vital information can be filed:

a. Establish files - Use the work break down structure (WBS) (e.g.: 221 for boiler, 233 for diesel propulsion 541 for F.O. etc.) to categorize each part of the file.

b. Piping/Equipment - Each piping system and piece of equipment should be filed using the above method. Piping poses a special problem due to the number of systems found on the ship.

An organized material history program is essential to avoid reinventing the wheel. Work smart so you don't have to work hard.

A. ADMINISTRATION

1. Logroom. Do the following history records exist? (IAW CINCLANTFLT/CINCPACFLTINST 4790.3, NSTM 081 and COMNAVSURFLANTINST 3540.22)
  - a. Water borne hull inspection reports..... Y / N
  - b. Underwater hull cleaning report..... Y / N
  - c. Propeller inspection report..... Y / N
  - d. Docking report..... Y / N
  - e. Engineering trial reports. (full power, etc..) (IAW COMNAVSURFLANTINST 3540.22 CH 5 SEC 2 TAB-K)..... Y / N
  - f. Equipment departure from specifications. (IAW CINCLANTFLT INST 4790.3 VOL V PART II CH. 10 para 10.5.1.10)..... Y / N

SUBSECTION XII-1 ENGINEERING DEPARTMENT MATERIAL  
HISTORY/INCLUDING BEARING RECORDS & CSMP

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- g. Has a folder been established for every major piping system and major piece of equipment? (This is a recommendation. Also recommend file by WBS so equipment files align with standard shipyard numbering system.). NOTE: For CNAL/P, there are additional material history requirements..... Y / N
- h. INSURV Report (IAW OPNAVINST 4790.4C para 9-7.1) ..... Y / N
- 2. Current Ships Maintenance Plan? (CSMP)
  - a. Does the CSMP reflect material condition of the engineering department as observed? ..... Y / N
  - b. Does ship's force include reference documentation tech manuals, and blue prints to be used by repair activities in job planning such that jobs could be planned without ship check? (e.g.: Do piping jobs identify size, schedule, length, composition and numbers from ship's blueprints) ..... Y / N
  - c. Material deficiencies found by zone inspection, routine inspection, drills (also PEB), SGPI, DEI, INSURV NAVSEACENLANT, etc. recorded on the CSMP? ..... Y / N
  - d. Is the CMSP used as a management tool? ..... Y / N
  - e. Are duplicated jobs eliminated and completed work cleared? ..... Y / N
  - f. Is the CSMP augmented by some sort of work deficiency log? (not required in SNAP ships but recommended) ..... Y / N
  - g. Are EIC's other than 1000 used for deferral of other than furnishing type equipment? ..... Y / N
- 3. Are approved DFS's entered on the CSMP? (IAW CINCLANTFLT/CINCPACFLT INST 4790.3 VOL V PART CH 7 PARA 7.3.1.C) ..... Y / N
- 4. Bearing records. Are the following bearing records maintained (IAW REF NSTM 231 (PROPULSION TURBINES STM.), NSTM 244 (BEARINGS), CNSL 3540.22 (CH 5 TAB N), CLF 3540.9 (CH 2 TAB N) and (ENGINEERING DEPARTMENT MASTER 43P1). Are the readings within specification and periodicity? ..... Y / N

SUBSECTION XII-1 ENGINEERING DEPARTMENT MATERIAL  
HISTORY/INCLUDING BEARING RECORDS & CSMP

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- a. Thrust bearing clearance: main steam turbine  
SSTG, GTG's, GTM's main shafting..... Y / N
- b. Journal bearing clearance: main steam  
turbine SSTG, GTG's, GTM's main shafting..... Y / N
- c. Depth gauge and/or bridge gauge readings and  
constants: main steam turbine, SSTG, GTG's,  
GTM's main shafting..... Y / N
- d. Are reading/clearances, and equipment data  
maintained on auxiliary equipment in  
accordance with PMS?..... Y / N
- e. Is appropriate action taken on out of spec  
readings found by inspection?..... Y / N
- f. Is there adequate supervisory review of  
bearing records and trends where  
appropriate?..... Y / N
- g. Are bearing clearances, bearing constants  
and date of constant established recorded in  
records and also marked on or near the  
bearing? (msg CNSL R 212052Z APR97 and NSTM  
231 para 231-6.4.3.1)..... Y / N
- h. Are the MRC's current?..... Y / N

B. Technical Library

- 1. Is a complete and up to date set of NSTM's  
available? (NSTM 001)..... Y / N
- 2. Is NAVSEA S6430-AE-TED-010 (flex hoses)  
available and up to date?..... Y / N
- 3. Is the Joint Fleet maintenance manual available  
and up to date?..... Y / N
- 4. Is NAVSEA 0948-LP-102-2010 (strainer boxes)  
available and up to date?..... Y / N
- 5. Are equipment manuals organized, in good repair  
and up to date?..... Y / N
- 6. Are tech library holdings periodically  
inventoried and missing items promptly ordered?.. Y / N
- 7. If ADP support available, are current CD's for  
NSTM, PMS, EOSS, etc. available, controlled, and  
organized?..... Y / N



SUBSECTION XII-1 ENGINEERING DEPARTMENT MATERIAL  
HISTORY/INCLUDING BEARING RECORDS & CSMP

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8. Is the publication allowance list (PAL) or index of technical publications (ITP) available and current? Address inquiries to: Port Hueneme Division, Naval Surface Warfare Center, Attention 5H21, 4363 Missile Way, Port Hueneme, CA. 93043-4307..... Y / N

C. PMS

1. Department master 43P1 available, controlled, organized, and used by the Engineer Officer in reviewing quarterly PMS schedules before approval?..... Y / N
2. Are quarterly boards posted and up to date? (IAW OPNAVINST 4790.4C para 3-4.11.2.1)..... Y / N
3. Are weekly boards posted, up to date, and signed by the Division Officer? (IAW OPNAVINST 4790.4C para 3-4.11.3.1 and para 3-4.11.3) ..... Y / N
4. Are work center MRC decks complete with EGL'S and TGL's? (IAW OPNAVINST 4790.4C para 3-4.7)..... Y / N
5. Are cases of split PMS responsibility identified and properly marked in work center 43P1's? (IAW OPNAVINST 4790.4C para 3-4.14.c)..... Y / N

D. MATERIAL

1. ETG visit reports cover material condition and management (self assessment/degraded equipment management). By effectively using material history, the ship is able to maximize unit readiness.
  - a. Is a vibration monitoring/machinery condition analysis program in use?..... Y / N

E. TRAINING/LEVEL OF KNOWLEDGE

1. Do supervisors receive training on the contents of TYCOM maintenance manual (recommended continuing training topic)?..... Y / N
2. See PQS program checklist for status of 3M training..... Y / N
3. Do supervisors understand how to review bearing records?..... Y / N
4. Is training held on how to write meaningful 4790.2K?..... Y / N

SUBSECTION XII-1 ENGINEERING DEPARTMENT MATERIAL  
HISTORY/INCLUDING BEARING RECORDS & CSMP

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5. See QA program checklist for status of QA training.
6. Are LTG's MT10 and MT16 updated, tailored and approved for use? (IAW CINCLANTFLTINST 3540.8A Encl 1 para 2.j)..... Y / N

F. OPERATIONS

1. Do watchstanders and supervisors understand how to measure and interpret rotor position indicator readings? (CP METR)..... Y / N
2. When material problems are discovered in operations, do watchstanders promptly report the deficiency to supervisor, and is the deficiency promptly entered in the work center work list, CSMP, or other management tool?..... Y / N
3. Are watchstanders aware of material degradation's and operational limitations (if any) as imposed by the Engineering Officer? See the tag out program checklist regarding the use of caution tags. See the EOSS program checklist regarding use of special operating orders. (CP EUG Art 1.6)..... Y / N
4. Do watchstanders utilize "comparative engineering"? Are instrument readings from similar equipment in similar operation compared for early indication of failure?..... Y / N

G. INDUSTRIAL INTERFACE

Industrial periods are times of intense utilization and addition to material history.

1. Is there a plan for collection, review, action, and filing of job orders, changes to job orders, condition reports, test memoranda?..... Y / N
  - a. Recommend 1 copy of all such traffic be sent to the CPO mess.
  - b. Additional CSMP entries may be necessary to document conditions noted during the visit, especially when not funded for repair during that availability.
  - c. Additional CSMP entries may also be necessary to cover deficiencies found by ship's force as the industrial period progresses.

SUBSECTION XII-1 ENGINEERING DEPARTMENT MATERIAL  
HISTORY/INCLUDING BEARING RECORDS & CSMP

- d. Consideration should be given to breaking up and filing one set of job orders, test memoranda and condition reports in major equipment and piping system files. This enhances the material history program for future use.
2. Fitting of new bearings requires new constants and clearances to be recorded and posted.
3. Rotor position indicators must be re-zeroed after making thrust measurements.

**Remarks:**

Assessor(s): \_\_\_\_\_

Date: \_\_\_\_\_

ENGINEERING

AFLOAT SELF-ASSESSMENT CHECKSHEETS

SECTION XII ENGINEERING DEPARTMENT

SECTION XII-2 QUALITY ASSURANCE

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- Ref: (a) CINCLANTFLT/CINCPACFLTINST 4790.3 JOINT FLEET  
MAINTENANCE MANUAL  
(b) COMNAVSURFLANT 3540.22  
(c) NAVSEA Tech Pub S9074-AQ-GIB-010/248, Welder Qual  
(d) NAVSEA Tech Pub, S9074-AR-GIB-010/278  
(e) NSTM 074 Vol. 1 (Welding and Allied processes)  
(f) NSTM 074 Vol. 2 (Non Destructive Testing  
Qualification)  
(g) NSTM 504 (Pressure, Temperature and Other  
Mechanical and Electromechanical Measuring  
Instruments)  
(h) NSTM 505 (Piping Systems)  
(i) NAVSEA 0948-LP-045-7010 Rev 2 (Material Control  
Standards)  
(j) NAVSEA 0948-LP-045-6010 (Level 1 Stock Program  
Catalog)  
(k) NAVEDTRA 43523-A (Quality Assurance PQS)  
(l) NAVSEA S8800-00GIP-000 (Tech Library Guidance)  
(m) NAVSEA Standard Items (Updated annually)  
(n) MIL STD 777E (Schedule of piping, valves, fittings,  
and associated piping components for Naval Surface  
Ships)  
(o) S6430-AE-TED-010, Rev 2 (Technical directives for  
piping devices and flexible hose assemblies)  
(p) NSTM Chapter 075, CH 1 (Threaded Fasteners)  
(q) CNSL Message 212220Z APR 99  
(r) CINCPACFLT Message 052103Z OCT 99  
(s) CNSL Message 242059Z NOV 99

OVERVIEW: The Quality Assurance program is intended to ensure maximum reliability in craftsmanship and material used in shipboard repairs, and equipment in which failure would significantly and directly reduce the ships operational or mission effectiveness. (JFMM VOL V. 4790.3)

A. OVERALL PROGRAM EVALUATION:

1. GUIDELINES FOR PROGRAM EVALUATION

- a. EFFECTIVE: Program is working correctly with few deficiencies and is administered by personnel completely familiar with their responsibilities.

- b. PARTIALLY EFFECTIVE: Program has a few significant deficiencies but achieves the basic goals.
- c. NOT EFFECTIVE: Program has not been implemented, A program that has the appropriate directives published with shipboard infrastructure in place, but not correctly executed; or a program with numerous significant deficiencies with regard to execution as follows:
  - 1) Administration of Quality Assurance (QA) program not established.
  - 2) Personnel assigned to Quality Assurance Officer Controlled Material Petty Officer (CMPO) and QAI, QAS, CI-CC, have not completed PQS for Quality Assurance (NAVEDTRA 43523-A).
  - 3) Material control procedures for receipt, inspection, transfer, stowage and rejection of non-nuclear level 1 material not in effect per.(JFMM Vol. V, Chapter 6)
  - 4) Departure form specifications categories, Major and Minor not initiated, not kept in DFS log or cleared after work complete to correct deficiency. (JFMM Vol. V, Chapter 8).
  - 5) Quality Assurance Officer (QAO) not assigned in writing by Commanding Officer. (JFMM Vol. V, Chapter 3)
  - 6) Ship is not conducting internal surveillance. (JFMM Vol. V, Chapter 9)
  - 7) Shipboard QA qualification training not conducted. (JFMM Vol. V, Chapter 3)
  - 8) Review of the Tag Out log does not indicate that systems was properly isolated. (JFMM Vol. V, Chapter 2)
  - 9) Controlled Work Packages do not contain the following:
    - a) Step by step procedure to cover entire scope of the job. Approved FWP
    - b) Required QA forms
    - c) Signature blocks properly filled out. Signature, printed name and date.
    - d) CWP serial number on each QA form of the CWP.

- 10) CWP indicates an absence of repair standards knowledge.
- 11) Repairs conducted which warrant a CWP but for which no CWP was generated.
- 12) Deckplate personnel not familiar with QA requirements and criteria. (JFMM Vol. V, Chapter 1)
- 13) Locally generated FWP'S do not contain initial conditions, step by step procedure, tests required, and system restoration. (JFMM VOL V, Chapter 2)

(NOTE) - If PQS not completed or in progress, check to see if ship has tailored 43523-A and has CO's tailoring memo authorizing use IAW tailoring note in PQS book. Make appropriate comments and recommendations in remarks section.

2. PROGRAM EFFECTIVENESS:

- a. Evaluate the effectiveness of this program In accordance with references (a) through (s). This checklist is general guidance only. The following are key elements:
  - 1) CWP's are generated for controlled work as defined in (JFMM Vol. V, Chapter 2)
  - 2) DFS's submitted when required and tracked to completion
  - 3) PQS completion for and CMPO, QAS, QAI, CI/CC, Craftsman
  - 4) Training conducted for shipboard personnel in current QA procedures.
  - 5) Work completed by outside activities is in strict adherence to QA standards.
  - 6) All test and inspections are documented, reviewed and filed.
  - 7) Review of 30 day completed tag out file indicates that a completed CWP is on file for all repairs for which a CWP was required.
  - 8) Required publications and records are readily available to personnel administering the program:
    - a) References (a) thru (s)
    - b) Tech library guidance

## SECTION XII-2 QUALITY ASSURANCE

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### B. ADMINISTRATION:

1. Is the QAO designated in writing by the Commanding Officer? (JFMM Vol. V, Chapter)..... Y / N
2. Has the QAO attended a formal QAO training course? (JFMM Vol. V, Chapter 3) ..... Y / N
3. Have CMPO's and QAI's attended QAI course? (CNSL Message 242059Z NOV 99) ..... Y / N
4. Has the QAO ensured annual Quality Assurance training for personnel that perform maintenance on shipboard Systems/equipment/components is being conducted (JFMM Vol. V, Chapter 3) ..... Y / N

### C. DFS

1. Does the QAO maintain a hard copy or electronic media index for DFS? (JFMM VOL V, Chapter 10) ..... Y / N
2. Does the QAO know the DFS (Major and Minor)approval requirements? (JFMM Vol. V, Chapter 8) ..... Y / N
3. Are DFS requests in the proper message format and initiated by a QA Form 12? (JFMM Vol. V, Chapter 8, Appendix A) ..... Y / N
4. Are DFS records being retained onboard for 24 months? (JFMM Vol. V, Chapter 10) ..... Y / N
5. Does each DFS have all applicable correspondence on file? (JFMM Vol. V, Chapter 10) ..... Y / N
6. Are DFS's that require a change in configuration which NAVSEA accepts as a permanent repair maintained in an audible file until reflected in ships selected record drawing/data or technical variance documentation? (JFMM Vol. V, Chapter 8) ..... Y / N
7. Does the QAO maintain a separate section with an index for active, permanent and cleared sections? (JFMM Vol. V, Chapter 10) ..... Y / N
8. Are DFS serial numbers sequential? (JFMM Vol. V, Chapter 8) ..... Y / N

### D. CWP

1. Does the QAO maintain a Controlled Work Package serial Log (QA Form 11)? (JFMM Vol. V, Chapter 10) ..... Y / N

NOTE: The CWP log (QA Form 11) and all completed pages will be Maintained or the life of the ship. (JFMM VOL V, Chapter)

## SECTION XII-2 QUALITY ASSURANCE

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2. Sample completed CWP'S for adequacy of procedures:
  - a. Are QA forms completed?  
(JFMM VOL V, Chapter 10) ..... Y / N
  - b. Are FWP'S complete and provide the craftsman with a clear and concise step by step procedure on how to perform the task. (JFMM Vol. V, Chapter 2) ... Y / N

### E. FWP

1. Have FWP'S been routed for approval in accordance with APPENDIX C? (JFMM Vol. V, Chapter 2) ..... Y / N
2. Do locally generated FWP'S contain the minimum requirements? (JFMM Vol. V, Chapter 2) ..... Y / N
3. Does the Department head review or approve CWP's as required in Part I, Chapter 2, Appendix D? (JFMM Vol. V, Chapter 2) ..... Y / N

### F. AUDITS/SURVEILLANCE

1. Has the QAO implemented a QA Internal Surveillance Program? (JFMM Vol. V, Chapter 9) ..... Y / N
  - a. Does the QAO assess this program annually?  
(JFMM Vol. V, Chapter 9) ..... Y / N
2. Does ships force conduct regular surveillance's when Corrective maintenance is performed?  
(JFMM Vol. V, Chapter 9) ..... Y / N
3. Are discrepancies found during surveillance being reported on QA form 14?  
(JFMM Vol. V, Chapter 10) ..... Y / N
  - a. Are root causes for these discrepancies identified?  
(JFMM Vol. V, Chapter 11) ..... Y / N
  - b. Are permanent corrective actions for these discrepancies being initiated?  
(JFMM Vol. V, Chapter 11) ..... Y / N
4. Does the QAO maintain records of audits and surveillance for the past 24 months and do they reflect all the required information?  
(JFMM Vol. V, Chapter 10) ..... Y / N
5. Has the QAO implemented Quality Assurance PQS?  
(JFMM Vol. V, Chapter 1) ..... Y / N



G. BRAZER/WELDER

1. Does the division officer maintain individual welder/brazer qualification files?  
(JFMM Vol. V, Chapter 4) ..... Y / N
2. Has each welder/brazer had an eye examination within the last 12 months? (JFMM Vol. V, Chapter 4) ..... Y / N
3. Has Division Officer validated all welding/brazing qualifications, re-qualifications and maintenance qualifications? (JFMM Vol. V, Chapter 4) ..... Y / N
4. Are all Brazer/Welder qualifications, re-qualifications, and vision tests recorded in the individuals service record? (JFMM Vol. V, Chapter 4) ..... Y / N
5. Does the Division Officer maintain a log of unique identification numbers assigned to each Brazer/Welder and do these files contain the following in accordance with JFMM Vol. V, Chapter 4?
  - a. Date number assigned? ..... Y / N
  - b. Brazer/Welders signature? ..... Y / N
  - c. I.D. number? ..... Y / N
  - d. Date initial training completed? ..... Y / N
  - e. Brazer/Welder PRD? ..... Y / N
6. Does the cognizant Division Officer maintain auditable Brazer/Welder qualification files?  
(JFMM Vol. V, Chapter 4) ..... Y / N
  - a. Does it contain the information IAW para 4.2.6?  
(JFMM Vol. V, Chapter 4) ..... Y / N

H. TRAINING/QUALIFICATION

1. Has the QAO completed a QAO course within six months?  
(JFMM Vol. V, CHAP 3) ..... Y / N
2. Do all maintenance personnel receive annual quality assurance training? (JFMM Vol. V, CHAP 3) ..... Y / N
3. Is the ship maintaining a personnel qualifiers list?  
(JFMM Vol. V, Chapter 3) ..... Y / N
4. Is a master list on file of all personnel qualified QAI/QAS/CMPO/CI? (JFMM Vol. V, Chapter 3) ..... Y / N

NOTE: This list is to be maintained for the life of the ship. (JFMM Vol. V, Chapter 10)

## SECTION XII-2 QUALITY ASSURANCE

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5. Does the ship have a formal training and qualification program for maintenance personnel?  
(JFMM Vol. V, Chapter 3) ..... Y / N
  6. Are tests available and given for QAI/CMPO/CI/CC qualification? (JFMM VOL V Chapter 3)  
(CNSL Message 242059Z NOV 99) ..... Y / N
  7. Have QA training topics been tailored and integrated into existing training program?  
(JFMM Vol. V, Chapter 3) ..... Y / N
  8. Are qualification requirements for QA personnel entered into individual service records? (JFMM VOL V, Chapter 3)  
(CNSL Message 242059Z NOV 99) ..... Y / N
- I. ORAL REVIEW/LEVEL OF KNOWLEDGE
1. Does the personnel qualified in the Quality Assurance Organization along with the Engineer, MPA, Engineering Division Officers, EOOWS, work center supervisors know what systems are Level 1 and what their associated parameters and boundaries are?  
(JFMM Vol. V, Chapter 6) ..... Y / N
    - a. Do they know what work requires a CWP?  
(JFMM Vol. V, Chapter 2) ..... Y / N
    - b. Do they know Level 1 material handling requirements?  
(NAVSEA 7010; JFMM Vol. V, Chapter 6) ..... Y / N
    - c. Do they know what would cause a Departure From Specifications to be initiated?  
(JFMM Vol. V, Chapter 8)..... Y / N
  2. Practical Knowledge:
    - a. Do the WCS's know what systems/repairs require a CWP? (JFMM Vol. V, Chapter 2)..... Y / N
    - b. Do the WCS's know what systems/components require a FWP. (JFMM Vol. V, Chapter 2)..... Y / N
    - c. Do the CMPO's know the material handling requirements for level 1 material?  
(JFMM Vol. V, Chapter 6) ..... Y / N
    - d. Do QAI's & CMPO's know what a Material Identification Code (MIC) number is and why it is there? (JFMM Vol. V, Chapter 6) ..... Y / N
    - e. Do the WCS's know the difference between Major and Minor Departure From Specifications?  
(JFMM Vol. V, Chapter 8) ..... Y / N

- f. Do the WCS's know how to initiate a DFS?  
(JFMM Vol. V, Chapter 8) ..... Y / N
- g. Do the QAI's know to verify the calibration of tools  
used in the testing and inspection of completed  
work? (JFMM Vol. V, Chapter 7) ..... Y / N
- 3. Required publications, records and references readily  
available to include:
  - a. References (a) thru (s)? ..... Y / N
  - b. Booklet of General Plans? ..... Y / N
  - c. Applicable blueprints and drawings? ..... Y / N

NOTE: (See also material history checklist)  
(ATG QA Check Sheet)

J. MATERIAL

- 1. Does the ship have hydrostatic test equipment onboard?  
(NSTM 221 Chapter 2.16.5) ..... Y / N
  - a. Are test source pressure gages and relief valves  
operational and calibrated?  
(NSTM 504 Chapter 3.35) ..... Y / N
  - b. Are the hydrostatic test equipment relief valves  
used for over-pressurization protection greater than  
source used to pressurize system?  
(NSTM 221 Chapter 2.16) ..... Y / N
- 2. For electrical and electronic testing, are over and  
under current protection features installed and  
operational? ..... Y / N
  - a. Are meters and gages used to record test results  
calibrated? (JFMM VOL IV PART 1 CH 12) ..... Y / N
- 3. If test results are required foe OQE (tests and  
inspections required element) are the necessary QA forms  
available? (JFMM Vol. V, Chapter 11) ..... Y / N
- 4. Tour engineering spaces, look for the following items on  
material stowage:
  - a. Are piping systems and storage bins free of any  
Black Oxide Coated Brass fasteners installed or  
located in storage bins? (NSTM 075, 3.4.3.1-2; CNSL  
Message 212203Z APR 99) ..... Y / N
  - b. Are the spaces free of excess material stowed in the  
space? (excess material is material which is in  
excess of immediate maintenance requirements)?  
(JFMM Vol. V, Chapter 6) ..... Y / N

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- c. Are all fasteners stowed in pre-expended bins for maintenance actions segregated by material composition and size (Level 1 material only)? (JFMM Vol. V, Chapter 6) ..... Y / N
  - d. Are the quantities in the pre expended bins less than the unit of issue for that item (Level 1 material only)? (JFMM Vol. V, Chapter 6) ..... Y / N
  - e. Are spare parts and stock used for manufacturing parts positively marked and identified? (NAVSEA 7010) ..... Y / N
  - f. Is documentation for controlled material readily available? (JFMM Vol. V, Chapter 6) ..... Y / N
  - g. Is material verification of loose uninstalled fasteners being completed IAW NAVSEA 0948-LP-045-7010, Vol. 1, Appendix D, Table 3-1, Section 3? ..... Y / N
  - h. Is NSTM 075 Table 075-1 and a magnet available to verify proper fasteners being installed? (NSTM 075 3.2.3.4) ..... Y / N
  - 5. Is controlled material positively identified and traceable to certification records? (JFMM Vol. V, Chapter 6) ..... Y / N
  - 6. Are welding rod ovens in place, operable and maintained at the proper temperature? (MIL-STD 278 CH 10.3.1), are there an adequate supply of 310, 308, 8018 welding rod available (as required for metallurgical composition of ship piping systems)? (MILSTD 278 CH CH10 3.10) ..... Y / N
- K. OPERATIONS:
- 1. Review the tagout file and/or tagout log. Do the tag out sheets for which the repair requires a CWP have that indicated by some means? ..... Y / N
  - 2. Are tagout authorizing officers aware/able to determine whether a CWP is required prior to authorizing tagout? (COMNAVSURFLANT 3540.22-B009) ..... Y / N
  - 3. Are the CWP's on file for such tagouts? (COMNAVSURFLANT3540.22-B009) ..... Y / N
  - 4. Does degraded equipment, with an outstanding temporary DFS and which cannot be operated IAW EOSS, have a special operating procedure written and approved by the Commanding Officer to ensure safe operation of the degraded equipment? (EOSS users guide art 1.6) ... Y / N

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5. Is a DFS submitted when conditions or equipment failures during operations has been result in non -compliance with cognizant of documentation, drawings etc? (JFMM VOL V, Chapter 8; CNSL Message 242059Z NOV 99) ..... Y / N
6. Equipment Closeout:
  - a. Does the Chief Engineer conduct the close out inspections on Boilers and Main Reduction Gear? (NSTM 221-2.4.5.3; NSTM 9420.112) ..... Y / N
  - b. Is other major equipment appropriately inspected before closeout? (NSTM 221 CH- 2) ..... Y / N
  - c. Is closeout addressed by Engineer Officer Standing Orders or other local directive? (NSTM 221 CH-2) ..... Y / N

### L. INDUSTRIAL INTERFACE

1. Has the ship prepared a list of personnel by name and position for the following:
  - a. Authorized to accept work specifications ..... Y / N
  - b. Authorized to sign off inspection points ..... Y / N
  - c. Authorized to provide tools and material ..... Y / N
  - d. Authorized to sign off work acceptance ..... Y / N  
(NAVSEA STANDARDS)

NOTE: This list is recommended during availabilities at NAVAL SHIPYARDS, Private contractor plants, and pierside availabilities

2. Does the ship understand its responsibilities with respect to work accomplished by outside activities? ..... Y / N
3. Is the ship aware of the Standards of cleanliness, 3 grades (B,C &D)and 2 levels (II & III) when dealing with various systems within the engineering plant and their responsibilities for Foreign Material Exclusion during repair work performed by ships force or outside activity? (NSTM 505-7.5) ..... Y / N
4. Is the ship familiar with NAVSEA Standard Items? (updated yearly) ..... Y / N

NOTE: It is recommended that Officers, Chief Petty Officers and supervisory personnel familiarize themselves with NAVSEA Standard Items category 1 and 2 prior to entering a private contractor plant or having private contractors aboard your ship. The shipyard interface manual is usually retained by 3M Sys sup and is contained on disk.

ENGINEERING

AFLOAT SELF-ASSESSMENT CHECKSHEETS

SECTION XII ENGINEERING DEPARTMENT

SUBSECTION XII-3 ELECTRICAL SAFETY PROGRAM

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Ref :

- (A) OPNAVINST 5100.19C (NAVOSH)
- (B) COMNAVSURFLANTINST 3540.22 (EDORM) (C) OPNAVINST 3120.32C (SORM)
- (D) NSTM Chapter 300 REV 4 (General Electric Plant)
- (E) NSTM Chapter 302 (Electric Motors and controllers)
- (F) NSTM Chapter 313 (Portable Storage and Dry Batteries)
- (G) NSTM Chapter 320 (Elect Power and Distribution Systems)
- (H) NSTM Chapter 634 (Deck Coverings)
- (I) PMS 3000 MIP 3000/001 (Misc. Shipboard Elect Equip)
- (J) PMS EL 5/029 (Distribution systems)
- (K) PMS EL 5/170 (Reverse Power Relays)
- (L) PMS EL 010/020 (Bus Transfer Equipment)
- (M) PMS 3002/001 (AC /DC motors)
- (N) COMNAVSEASYSCOM Washington DC msg. 170558Z MAR 92
- (O) NAVSEA ltr serial number 03E2/312 of.27 AUG 93 (Gen. Winding Temperature Monitoring Requirements Advisory 05E21-93-1)
- (P) COMNAVSURFLANT Norfolk msg. 112205Z JUN 98 (Guidance for plugging of Megger holes on electrical power distribution panels)
- (Q) COMNAVSURFLANT msg. 132003Z JUN 97 (Guidance for AQB-LL400/L400 Circuit Breakers)

A. OVERVIEW

1. The Electrical Safety Program is the responsibility of all hands. Individuals have a responsibility, not only to themselves, but also to their shipmates, to be always alert to detect and report unsafe work practices and unsafe conditions. Each individual must:
  - a. Observe all posted operating instructions and safety precautions.
  - b. Report any conditions, equipment, or material that is believed unsafe.
  - c. Caution others to observe safety precautions.
  - d. Report to the supervisor any injury obtained in the course of their work.

- e. Exercise caution in the event of an emergency, where deranged equipment or abnormal operating conditions could produce additional unseen hazards. "Deranged equipment" is defined as Electrical equipment involving special handling beyond normal conditions where abnormal conditions could produce additional unseen hazards.
  - 2. Electrical reliability is a pre-requisite for mission accomplishment of any ship. E division PMS is especially critical to casualty avoidance. Rapid, skillful correction of electrical casualties is equally important.
  - 3. Finally the electrical plant must be knowledgeably and confidently managed by watch officers and electrical supervisors. Mechanical ratings should be comfortable with the electrical distribution system including load centers, power panels, bus transfer devices.
  - 4. Key elements utilized by ship's force personnel include:
    - a. Compliance with established procedures while working on live or deranged circuits (i.e. portable tools, and repair electrician personnel).
    - b. Accomplishment of Maintenance/PMS on electrical equipment (e.g., portable electrical equipment, motors, controllers, power panels, fuse panels, switchboards, etc.).
    - c. Improper protection of electrical circuits (i.e., over fused circuits and over sized breakers).
    - d. Missing protection systems such as distribution box ground detectors.
    - e. Material deficiencies such as open junction boxes, frayed cabling, dead ended cables, and improperly installed stuffing tubes.
    - f. Operational training in electrical plant management and casualty control.
- B. OVERALL PROGRAM EVALUATION
- 1. GUIDELINES FOR PROGRAM EVALUATION:
    - a. EFFECTIVE: Program is working correctly with few minor deficiencies and is administered by personnel completely familiar with their responsibilities.

## SUBSECTION XII-3 ELECTRICAL SAFETY PROGRAM

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- b. PARTIALLY EFFECTIVE: Program has some significant deficiencies but is meeting the basic goals of the program.
- c. NOT EFFECTIVE: A program that has not been properly implemented. A program that has the appropriate directives published with shipboard infrastructure in place, but not correctly executed, or a program with numerous significant deficiencies with regard to execution.

### C. ELECTRICAL SAFETY EVALUATION GUIDELINE

#### 1. NOT EFFECTIVE CRITERIA:

- a. Ineffective tool issue room program.
- b. An ineffective training program for the crew. Electrical/electronic ratings not trained in CPR.
- c. Electrical circuits improperly fused, or have improperly rated circuit breakers installed. There is an accumulation of electrical discrepancies in the propulsion spaces.
- d. Poor electrical safety level of knowledge as evidenced in drills, evolutions, or oral boards, and deck plate violations of personnel working on energized circuits without proper approval and safety equipment.

### D. ADMINISTRATION

#### 1. SHIP IN GENERAL:

- a. Ship is using OPNAVINST 5100.19C (Chapter B7) to manage the Electrical Safety Program? ..... Y / N
- b. Does an up-to-date Ship's Electrical Safety Instruction exist? (IAW OPNAVINST 5100.19C Chapter B7) ..... Y / N
- c. Has the Electrical Safety Officer been appointed in the Collateral Duties Notice? (OPNAVINST 3120.32C) ..... Y / N
- d. Has the assigned Electrical Safety Officer completed Watch Station 304 of the Safety Programs Afloat PQS (OPNAVINST 5100.19C Para B0708 (d.)) ..... Y / N
- e. Have all tool issue custodians completed NAVEDTRA 43460- 3A Watch Station 302 of the Safety Programs Afloat PQS? (OPNAVINST 5100.19C Para B0708 (c)) ..... Y / N



## SUBSECTION XII-3 ELECTRICAL SAFETY PROGRAM

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- f. Have all personnel, when reporting onboard, receiving training on Electrical Safety. Indoctrination on basic electrical safety, use of personal protective equipment, recognizing symptoms of electrical shock, electrical shock trauma, and emergency first responder techniques. (OPNAVINST 5100.19C Para B0708 (a))..... Y / N
  - g. Is the Electrical Safety officer conducting training with all hands on electrical hazard awareness, shock prevention and general electrical safety precautions yearly. (OPNAVINST 3120.32C Para 305.9 b.(1)) Y / N
2. TOOL ISSUE ROOM:
- a. Is the tool issue room located as to be the central stowage, control, and issuing point for all portable electrical tools and equipment to ensure proper issue and testing of electrical equipment? (OPNAVINST 5100.19C Para B0707 , (a)) ..... Y / N
  - b. Are only approved extension cords used onboard ships? (NSTM 300 Para 300-2.7.4.4.1) ..... Y / N
    - 1) Symbol Number 2416, single outlet, 25 ft .. Y / N
    - 2) Symbol 779, Triple outlet, 25 ft ..... Y / N
    - 3) Symbol Number 2416.1, Single outlet, 100ft (authorized for flight, hanger and well decks, floating dry dock basins and damage control lockers (labeled For Emergency Use Only)).(NSTM 300 para 300-2.7.4.4.1) ..... Y / N
  - c. Are all portable tools cords a maximum of 25ft with exceptions per NSTM 300 para 300-2.7.4.3? .... Y / N
  - d. Are replacement cords for portable tools of the proper type? (NSTM 300 Para 300-2.7.4.1.1, NSTM Chapter 300- 2.7.4.1.3)..... Y / N
    - 1) SO or ST class 6145, 3 conductor, black, white, green ..... Y / N
    - 2) FHOF for 4 conductor, black, white, green, red? ..... Y / N
  - e. Are personnel briefed regarding the safe use of electrical powered tools and required personal protective equipment? (OPNAVINST 5100.19C Para B0707 (c)) ..... Y / N

## SUBSECTION XII-3 ELECTRICAL SAFETY PROGRAM

- f. Do tool issue custodians perform required PMS on all safety equipment that is applicable to it?  
(NSTM 300 Para 300-2.5.3.3) ..... Y / N
- g. Are 1000 volt (red label) class "011 rubber gloves issued with buffers and metal cased portable equipment? (NSTM 300 Table 300-2-1) ..... Y / N
- h. Are leather shells available for issue for use over rubber gloves when work with portable electric tools could damage the rubber gloves?  
(NSTM 300 Para 300- 2.5.3.4) ..... Y / N
- i. Are noise hazard stickers placed on tools which create a noise hazard (i.e. deck crawlers, sanders)?  
(OPNAVINST 5100.19C Chapter B4 Para B0402 e.M) Y / N
- j. For all plugs with screw type terminals, has the stranded wire been tinned and formed into an eyelet or hook (where the terminal screw is not removable)?  
(NSTM 300 para 300-2.7.4.2(a)) ..... Y / N
- k. Do all portable tools have a factory equipped plug or hospital grade plug installed? (NSTM 300 Para 300- 2.7.4.1.1) ..... Y / N
- l. Are all tools that have been found unsafe placed in a locked segregated storage bin/locker marked "OOC"?  
(OPNAVINST 5100.19C CH-2 Chapter B7  
Para B0707 (f)) ..... Y / N
- m. Are "OOC" tools rendered incapable of being energized (unless immediate repair is to be accomplished)? (OPNAVINST 5100.19C CH-2 Chapter B7  
Para B0707 (f)) ..... Y / N
- n. Does the Division officer ensure all personal electrical/electronic equipment is authorized for shipboard use? (OPNAVINST 5100.19C CH-2 Chapter B7  
Para B0702 e.(3)) ..... Y / N
- o. Do Division Officers grant permission prior to bringing personal electrical/electronic equipment onboard? (OPNAVINST 5100.19C CH-2 Chapter B7 Para B0702 f.(1) ..... Y / N
- p. Does the Supply Officer have a system to ensure that electrical/electronic equipment is safety checked prior to issue?  
(OPNAVINST 5100.19C CH-2 Para B0702 (d)) ..... Y / N

## SUBSECTION XII-3 ELECTRICAL SAFETY PROGRAM

- q. Are approved surge suppressers utilized for shipboard computers? (NSTM Chapter 300-2.7.3.5 (e), Safety Bulletin Jun 92, COMNAVSURLANT MSG 222126Z APR 94) ..... Y / N
    - 1) Brooks power systems, model Z6 (2P) ..... Y / N
    - 2) DSK Inc, Model Navy Controller V ..... Y / N
    - 3) EFI Electronics Corp, Model MPS 6, MPS 453 EFI 120 ..... Y / N
    - 4) Honeywell Federal Systems.(HFSI), model E5 ..... Y / N
  - r. Do work centers (electrical/electronic ratings) that are authorized to perform PMS on their soldering irons, soldering guns and test equipment have the applicable PMS and MIP added to the their LOEP? (OPNAVINST 5100.19C CH-2 Chapter B7 Para B0707 (d)) ..... Y / N
  - s. Are all work centers authorized to perform electrical checks aware of current safety advisories concerning defective equipment? (COMNAVSURFLANTINST/PACINST 3540.22 Chapter 5, Para A003) ..... Y / N
  - t. Have the electrical tool issue custodian perform a safety check and issue a portable electrical tool IAW MIP 3000/001 1-6.6..... Y / N
3. MATERIAL:
- a. Are switchboard meters operable and is calibration within periodicity? (CINCLANTFLT/CINCPACFLTINST 4790.3 Para 12.7.3) ..... Y / N
  - b. Is the 440 volt distribution system free of grounds? (NSTM 300 para 300-3.2.6) ..... Y / N
  - c. Are all major distribution circuit breakers operational (NSTM 300 para 300-4.8.3.6) ..... Y / N
  - d. Are switchboard mounted fuse type AQB-F101A (15- 20 amp), and AQB-F101B (50 - 100 amp) circuit breakers been identified as potential shock hazards? (IAW COMNAVSEASYS COM Washington DC MSG 170558Z MAR 92) ..... Y / N
  - e. Have switchboard mounted AQB-LL400/L400 circuit breakers had the test jacks covered by insulating tape or have they been plugged? (IAW COMNAVSURFLANTINST MSG 132003Z JUN 97) .. Y / N

SUBSECTION XII-3 ELECTRICAL SAFETY PROGRAM

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- f. Are all power/breaker indicator light's operable and do they have correct colored lens installed?  
(NSTM Chapter 320 Para 320-2.16(1)) ..... Y / N
- g. Do generator remote thermometer devices (RTD) resistance temperature elements (RTE) embedded in the generator windings operate properly (at least one per phase)? (NAVSEA advisory serial number 03E21/312 of 27Aug93) ..... Y / N
- h. Do generator Reverse Power Relays operate IAW PMS? (EL- 005/170-13 S-1R, NSTM 320 para 320-1.52) . Y / N
- i. Are shorting probes located near switchboards meet PMS requirements of MIP 3000/001 R-4? ..... Y / N
- j. Have shorting probes been properly modified plug the threaded hole at the end of the probe? (NAVSEA ltr 6300, opr 56Z14, serial # 56z/56zl-120 of 13 Dec 90, Electronics Information Bulletin NR 932) .. Y / N
- k. Are all alarms placed in the normal position? . Y / N
- l. Are all alarms operational? ..... Y / N
- m. Has any alarms/safety devices placed in the "cutout" position (except for PMS) been approved by the C.O.? (COMNAVSURFLANT/PACINST 3540.22 Chapter 3 Para 3301 e. (4)) ..... Y / N
- n. Are all vital ABT'S operational IAW PMS? (PMS EL-010/020- 63) ..... Y / N
- o. Are MBT interlocks installed correctly? (PMS EL-010/020- 63) ..... Y / N
- p. Are normal and alternate lights operable on ABT's and MBT's IAW PMS? (PMS EL-010/020) ..... Y / N
- q. Are vent fog precipitators on the main engine and SSTGs/SSDGs operable IAW PMS? ..... Y / N
- r. Are power/load cables properly installed in stuffing tubes on all motors and controllers? (PMS 3001/002 and PMS 3002/001) ..... Y / N
- s. Are electrical covers for controllers, motors, and panels properly installed with sufficient screws/bolts to hold them in place? (PMS 3001/002) ..... Y / N
- t. Do controller stop/start switches have rubber boots/covers installed that are not torn, cracked, or deteriorated? (PMS 3001/002) ..... Y / N

## SUBSECTION XII-3 ELECTRICAL SAFETY PROGRAM

- u. Are motor controllers clean and free of debris? (PMS 3001/002, NSTM 302 Para 302-3.59) ..... Y / N
- v. Do motor controllers have the proper size overloads installed? (PMS 3001/002) ..... Y / N
- w. Are motor fans free of dirt?  
(NSTM 302 Para 302-2.26) ..... Y / N
- x. Are batteries installed correctly and in good condition for the emergency generator, gyro compass, portable flood lanterns, No-Break power supplies, etc. (i.e. correct mounting, have tight connections, no casing cracks, vent caps in place, adequate ventilation, hold down bars and spacers)? (NSTM Chapter 313 Para 313-2.1.1 (f, g and h)) ..... Y / N
- y. Are distribution circuits properly fused with silver plated ferrules, correct amperage and voltage as per nameplate data and the SIB?  
(NSTM 300 Para 300-2.5.4.1) ..... Y / N
- z. Does the ships CSMP reflect material discrepancies as noted by personnel assessing the program? .. Y / N
- aa. Has the ship's force personnel inspected lighting and power distribution circuits and equipment for over protection devices (over sized breakers and fuses) IAW applicable PMS, and have uncorrected cases been individually documented with JSN in the CSMP? (Applicable PMS, NSTM 300 Para 300-2.5.4) ..... Y / N
- bb. Has the ship had a cableway inspection and a follow-up inspection within the past 18 months?  
(OPNAVINST 4790.3 vol 4)? ..... Y / N
- cc. Are "Wiggins" voltage testers utilized in the repair locker kits safe for command use (AUL model NSN 6625-00- 132-1196)?  
(Safety Bulletin Feb 94) ..... Y / N
- dd. Are repair locker electrical tools and equipment being safety checked after the daily fire party drill or prior to re-stowage?  
(PMS 3000/001) ..... Y / N
- ee. Examine all switchboards, load centers, and power panels for oversized breakers. Sample fuse boxes for over fusing. Sample motor cables for integrity.  
(NSTM 300 para 300-2.5.4) ..... Y / N

- ff. Is there a properly installed workbench available in all work centers authorized to perform electrical PMS? (NSTM 300 Appendix H) ..... Y / N
- gg. Has proper Electrical Grade Rubber matting been installed around the workbench? (NSTM 634 para 3.12.2 through 3.12.3, COMNAVSURFLANT msg. 151830ZAPR96) ..... Y / N
- hh. Is the electrical matting at switchboards properly installed and free of cracks, tears, or in need of replacement? (NSTM 634 para 634-3.12) ..... Y / N
- ii. Are there adequate number of meggers to run the tool issue room and support work around the ship? (Recommendation) ..... Y / N
- jj. Are all distribution panel holes (megger holes) plugged with nylon non toxic plugs? (IAW COMNAVSURFLANT msg. 112205ZJUN98) ..... Y / N

4. OPERATIONS:

- a. Do the EOSS diagrams and procedures match the system installations? (SIB) ..... Y / N
- b. Are feedback reports initiated for deviations to EOSS as required? (MOSS Users Guide) ..... Y / N
- c. Has the ship initiated standard operating procedures for: (Recommendations/Good engineering practices, PMS, Tech Manuals) ..... Y / N
  - 1) Ground check and isolation? ..... Y / N
  - 2) No load and load test of switchboards and generators during restoration after a fire in the switchboard? ..... Y / N
  - 3) Ground check after "C" fire reported in the electrical distribution system ..... Y / N
  - 4) Load shedding policy and other considerations when reduced to single generator operations subsequent to a casualty ..... Y / N
  - 5) Force start of emergency generators, (For ships equipped with Ship's Service Diesel Generators), when in doubt of sustain ability of electrical plant? ..... Y / N
- d. Are standing orders, standard operating procedures approved and signed by the CHENG/CO? (EDORM) .. Y / N

## SUBSECTION XII-3 ELECTRICAL SAFETY PROGRAM

- e. Are the standard operating procedures consistently complied with? MOSS) ..... Y / N
  - f. Are shore power cables being rigged and unrigged IAW EOP SPRU and current Standing orders? (NSTM chapter 320 para 320-1.21, and EOP SPRU) ..... Y / N
  - g. Are emergency generators placed in auto start unless the space is routinely manned IAW ship's EDORM and normal underway Watch bill? (NSTM 320 para 320-2.12) ..... Y / N
  - h. Do personnel wear fire retardant coveralls when working around fire and explosive hazards created by batteries? (NSTM 313 para 313-1.5) ..... Y / N
  - i. Are ship's force personnel complying with established procedures while working on live or deranged circuits? (NSTM 300 para 300-2.6) ... Y / N
  - j. Are electrically safe practices followed when "Working on Energized Electrical Circuits"? (IAW NSTM 300 para 300- 2.5) ..... Y / N
  - k. Are watch officers in control of the electrical plant during routine and casualty operations? . Y / N
  - l. Are mechanical ratings confident in the operation of the electrical distribution system in their space(s)? ..... Y / N
  - m. Is the Repair Electrician knowledgeable and effective during electrical drills? ..... Y / N
  - n. Is the Casualty Response Team (CRT), if organized, effective in responding to and rapidly restoring from electrical casualties? ..... Y / N
  - o. Are ship's force personnel knowledgeable in class "C" fire fighting procedures? (EOCC MCFED) ... Y / N
5. LEVEL OF KNOWLEDGE:
- a. Is there a means of identifying personnel who have received the initial and annual Electrical Safety Training? (OPNAVINST 5100.19C para B0708 (a)) . Y / N
  - b. Are first aid lectures on Cardio-Pulmonary Resuscitation (CPR), electrical shock, trauma, and emergency medical response techniques included in the indoctrination training and annually thereafter? (OPNAVINST 5100.19C para B0705 (b)) ..... Y / N
  - c. Does the ship have a certified CPR instructor onboard? (OPNAVINST 5100.19C para B0708 (b)) .. Y / N

- d. Have at least 50% of all electrical/electronics associated ratings received CPR training from an instructor certified by an authorized agency (i.e.: American Red Cross or The American Heart Association) annually?  
(OPNAVINST 5100.19C para B0708 (b)) ..... Y / N
  - e. Are personnel aware of the types of electrical equipment prohibited from being introduced, and used onboard ship? (NSTM 300 para 300-2.7.3.6.9) .. Y / N
  - f. Are watch officers and mechanical rating supervisors trained in the electrical distribution system and the proper terminology for each component? ... Y / N
6. INDUSTRIAL INTERFACE:
- a. Have all electrical switchboards and power panels been thoroughly cleaned of industrial debris?  
(PMS EL 5/029- C2 A-1R) ..... Y / N
  - b. Have all connections been verified for tightness? ..... Y / N
  - c. Have all desiccant bags been removed from laid up equipment and have all motors/controllers been meggered prior to energizing them?  
(PMS 3002/001 Q-1, PM-1) ..... Y / N
  - d. Have all motors and controllers been inspected for proper safety devices, is cabling installed properly with the correct stuffing tubes? ..... Y / N
  - e. Are all alarms and associated equipment operable and do all indicators function properly? (PMS) ... Y / N
  - f. Are the EOSS/EOCC procedures correct and have they been properly updated? (EDORM) ..... Y / N

Additional training in electrical safety SHOULD be stressed for the shipyard environment including power tools and safety equipment (i.e. hard hats, ear plugs, safety glasses), tag out of equipment and tag out audits, tool issue for habitability tools, the introduction of shipyard tools and equipment onboard naval ships, etc.



SUBSECTION XII-3 ELECTRICAL SAFETY PROGRAM

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Remarks: \_\_\_\_\_

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Assessor(S) : \_\_\_\_\_

Date \_\_\_\_\_

ENGINEERING

AFLOAT SELF-ASSESSMENT CHECKSHEETS

SECTION XII ENGINEERING DEPARTMENT

SUBSECTION XII-4 ENGINEERING DEPARTMENT TRAINING

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References:

- (a) OPNAVINST 3120.32C DTD 11 April 1994 (Navy SORM)
- (b) COMNAVSURFLANT/PACINST 3502.2 (Surface Training Manual)
- (c) COMNAVSURFLANT/PACINST 3540.22 (EDORM)

A. GUIDELINES FOR PROGRAM EVALUATION:

**EFFECTIVE:** Program is working correctly with few minor deficiencies and is administered by personnel completely familiar with their responsibilities.

**PARTIALLY EFFECTIVE:** Program has some deficiencies but achieves the basic goals.

**NOT EFFECTIVE:** Program has not been properly implemented. A program that has the appropriate directives published with the shipboard infrastructure in place but not correctly executed, or a program with numerous significant deficiencies with regard to execution.

B. These are some representative deficiencies that may lead to a NOT EFFECTIVE program:

1. Failure to maintain an adequate Long-Range Training Plan or Short Range Training Schedule.
2. Failure to schedule enough training to reasonably support continued long term operations.
3. Significant portion of scheduled training not conducted and not reasonably rescheduled.
4. Failure to identify training groups.
5. Failure to meet Navy NEC or TYCOM formal school requirements.
6. Failures to maintain training teams that are capable of safely training replacement watch team personnel.
7. Watch stander level of knowledge that does not support safe engineering plant operation over a significant number of watch stations as demonstrated by deck plate performance.

C. TRAINING CHECKLIST

1. High Level Review and Profile

## SUBSECTION XII-4 ENGINEERING DEPARTMENT TRAINING

- a. Does the ship have references (a) through (c)?. Y / N
  - b. Does the department have a Watch Team Replacement Plan (WTRP) or other method to program watch team personnel replacement? (OPTIONAL) ..... Y / N
  - c. Is the WTRP (optional) sufficiently supported by current qualifications and appropriate PQS assignments? ..... Y / N
  - d. Does the instruction governing engineering training follow the NAVY SORM and TYCOM Surface Training Manual (STM)? ..... Y / N
  - e. Does the Engineering Department have a training program apart from the ship's training instruction? ..... Y / N
  - f. If the Engineering Department is using a format different than those in references (a) and (b), does it meet the minimum requirements outlined in those references? ..... Y / N
  - g. Is the Engineering Department generally following whatever instruction it purports to be using? (supported by objective evidence) ..... Y / N
2. Specific Program Elements
- a. Does the EO have a Long-Range Training Plan (LRTP) (should have a copy of the ship's plan at a minimum, also need a departmental plan if departmental details are not included in the ship's plan)? (Reference (a) paragraph 809) ..... Y / N
  - b. Does the LRTP include the following:
    - 1) Annual employment schedule ..... Y / N
    - 2) A listing of all required examinations /demonstrations/certifications and assist visits? ..... Y / N
    - 3) A list of off ship schools and required NEC's, and which personnel hold these qualifications, their PRD's, and perspective gains [this constitutes the Required Schools Master List in reference (b)]? ..... Y / N
    - 4) A list of all TYCOM required exercises? .. Y / N
    - 5) A list of training lectures and seminars appropriate for each training group? ..... Y / N

- 6) Is this list sufficient to support declared training objectives (at a minimum does it support basic watchstation PQS qualification)? [Reference (a) paragraph 809] ..... Y / N
- c. Does the EO have a short-range Training Schedule (SRTS)/Quarterly Schedule (should be department specific)? ..... Y / N
  - 1) Is there a SRTS for the department as well as the command? ..... Y / N
  - 2) Is it based on the LRTP? ..... Y / N
  - 3) Does the SRTS cover a period of about three months? ..... Y / N
  - 4) Does the SRTS cover all scheduled exercises, drills and lectures? ..... Y / N
  - 5) Does the command/department maintain all SRTS for the current training cycle? [Ref (b) paragraph 3305] ..... Y / N
- d. Does the training program utilize the most appropriate method for delivering training on a given topic or subject (i.e.: best use of OJT, Team Training, Class Lectures, Self-Study)? ..... Y / N
- e. Does the training program sufficiently provide for the following (supported by objective evidence):
  - 1) Quality Control (of qualifications and training instruction)? ..... Y / N
  - 2) Technical Support (training and operating materials widely available)? ..... Y / N
  - 3) Regular Schedule (is training regularly and periodic training scheduled)? [Reference (a) paragraph 804] ..... Y / N
- f. Does the program as reflected in deck plate performance exhibit signs of positive leadership and involvement of all levels of the chain of command (supported by objective evidence)? [Reference (a) paragraph 804] ..... Y / N
- g. Does the ship/department use SNAP or other ADP system to administer and store training related materials such as schedules and records? [Reference (a) paragraph 812] (THIS IS OPTIONAL) ..... Y / N

## SUBSECTION XII-4 ENGINEERING DEPARTMENT TRAINING

- h. Are training groups established (by rate, training team, watch station, or just about any combination thereof)? [Reference (a) paragraph 805] ..... Y / N
- i. Are Training Group Supervisors assigned?  
[Reference (a) paragraph 805] ..... Y / N
- j. Is training scheduled for each group?  
[Reference (a) paragraph 806] ..... Y / N
- k. Does the training scheduled for each group support qualifications? ..... Y / N
- l. Are training lessons prioritized by importance by the CO and/or EO by training group (they should be)?  
[Reference (b) paragraph 3302.a] ..... Y / N
- m. Does the EO periodically review and approve lesson plans? (OPTIONAL)? ..... Y / N
- n. Is completed training documented?  
[Reference (b) paragraph 3305] ..... Y / N
- o. Does the ship use a marked-up SRTS to document accomplished training (OPTIONAL)? ..... Y / N
- p. Does the ship maintain accomplished training documentation for the current training cycle?  
[Reference (b) paragraph 3305] ..... Y / N
- q. Are training lectures monitored?  
[Reference (b) paragraph 3304.f] ..... Y / N
- r. Are the feedback reports designed to improve instruction? [Reference (b) paragraph 3304] .. Y / N
- s. Does the EO have a listing for current Navy NEC and TYCOM's formal school graduates requirements (Ref (b) Paragraph 3305) ..... Y / N
  - 1) Does it list personnel by name that holds these qualifications? ..... Y / N
  - 2) Does is include PRD's? ..... Y / N
  - 3) Do training reports get forwarded to the Commanding Officer?  
[Reference (a) paragraph 809.1] ..... Y / N
  - 4) Does the list include prospective gains? . Y / N

### D. Training Teams

- 1. Are all training team personnel designated in writing by the Commanding Officer?  
[Reference (b) paragraph 3106] ..... Y / N

## SUBSECTION XII-4 ENGINEERING DEPARTMENT TRAINING

2. Are all training packages approved by the Commanding Officer? Reference (b) paragraph 3305.e] ..... Y / N
  3. Are TYCOM required exercises such as required core and elective drills, Scheduled and conducted in accordance with reference (b) the STM? [Reference (b) Appendix A] ..... Y / N
  4. Are drill plans developed in accordance with reference (b) paragraph 3409.b? [Reference (b) appendix A-103] ..... Y / N
  5. Do training teams maintain a safe training environment and ensure that all significant discrepancies be corrected prior to conducting training? [Reference (b) paragraph 3106.c6 ..... Y / N
  6. Are ETT personnel qualified for the positions they observe? [Reference (b) paragraph 3106] ..... Y / N
  7. Does the ship have a sufficient number of DCTT personnel and is it organized in accordance with reference (b) paragraph 3103] ..... Y / N
  8. Are DCTT personnel qualified for the positions they observe? [Reference (b) paragraph 3106] ..... Y / N
  9. Is the Executive Officer assigned as the DCTT Leader? (HIGHLY RECOMMENDED) ..... Y / N
  10. Do drill critiques provide enough information on which to analyze and base future training? [Reference (b) paragraph 3304] ..... Y / N
- E. Other Training Items
1. Does the DCA schedule and track training for IET's, repair lockers, and Crash and Salvage teams? [Reference (b) appendix D-13] ..... Y / N
  2. Does the ship meet TYCOM requirement for live fire fighting training? [Reference (b) appendix D] .... Y / N
  3. Does the ship maintain a TRMS database? [Reference (b) chapter five] ..... Y / N
  4. Do departmental training records for exercise completion support the TRMS report? (supported by objective evidence) [Reference (b) chapter five] ..... Y / N

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Assessor(s): \_\_\_\_\_

\_\_\_\_\_

Date: \_\_\_\_\_

ENGINEERING

AFLOAT SELF-ASSESSMENT CHECKSHEETS

SECTION XII ENGINEERING DEPARTMENT

SUBSECTION XII-5 LUBE OIL MANAGEMENT PROGRAM

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- Ref: (a) CINCLANTFLT/CINCPACFLTINST 4790.3 VOL 5  
(b) NSTM 505 PIPING SYSTEMS  
(c) NSTM 244 PROPULSION BEARINGS AND SEALS  
(d) NSTM 245 PROPELLERS  
(e) NSTM 262 R3 LUBRICATING OILS, GREASES,  
HYDRAULIC FLUIDS, AND LUBRICATION SYSTEMS  
(f) NAVSEA 0948-LP-102-2010  
(g) COMNAVSURFLANTINST 3500.3E POM GUIDE  
(h) LOQM MESSAGE SUMMARY  
(i) PMS 2331/013 MRC's R-23, R-24D, and R-25D  
(j) COMNAVSURFLANT/PACINST 3540.22 (EDORM)

OVERALL PROGRAM EVALUATION:

EFFECTIVE\_\_\_\_\_ PARTIALLY EFFECTIVE\_\_\_\_\_ NOT EFFECTIVE\_\_\_\_\_

A. GUIDELINES FOR PROGRAM EVALUATION:

EFFECTIVE: Working correctly with few minor deficiencies and is administered by personnel completely familiar with their responsibilities

PARTIALLY EFFECTIVE: Few significant deficiencies, but is meeting the basic goals of the program.

NOT EFFECTIVE: Program that has not been properly implemented. A program that has the appropriate directives published with shipboard infrastructure in place but not correctly executed, or a program with numerous significant deficiencies with regards to execution.

B. Representative deficiencies that may lead to a NOT EFFECTIVE finding:

1. No supervisory review and no action taken for trends of contamination or excess usage.
2. Noncompliance with NOAP reports that direct limited operation or corrective action.
3. No qualified personnel in the Oil Lab.
4. Inability to test samples due to OOC/improper equipment.



5. Deck plate personnel not knowledgeable in lube oil sampling requirements and criteria.
  6. Equipment routinely operated with contaminated lube oil.
  7. No lube oil accountability established.
  8. Insufficient ready-for-issue lubricating oil aboard to replenish one main engine.
  9. Required lube oil samples not being taken on a routine basis.
- C. Procedure: Evaluate the effectiveness of this program in accordance with reference (a) through (j). This checklist is general guidance only. Key elements include:
1. Key personnel knowledgeable in lube oil sampling requirements and sample evaluation/testing criteria.
  2. Lube Oil Quality Management Program effectively administered by knowledgeable personnel.
  3. Navy Oil Analysis Program in effect, required actions taken and documentation kept on board for two years.
- D. OVERVIEW:
1. Proper use of the Lube Oil Quality Management Program can reduce the amount of time spent performing corrective maintenance. Key elements are:
    - Keeps good oil in equipment and allows operators and supervisors to know the status/condition of oil in equipment.
    - Conserves OPTAR and man hours through avoidance of unnecessary oil changes.
    - Identify and correct cases where good lube oil can not be maintained. Equipment, which uses a lot of oil, is either a fire hazard (i.e. losing oil into the space) or a mechanical failure is occurring (i.e. failure masked through frequent oil changes).
    - Predict failure through consumption figures, daily monitoring of oil quality, NOAP.
    - Allows supervisors to know absolutely the amount of reserve lube oil on board in order to deal with casualties.

**NOTE:** The enclosures in this checksheet must be printed separately under the following file names: LOQM LOG, LAB.

## E. MATERIAL

1. Is all machinery containing lubricating oil fitted with provisions for drawing samples? (Reference: COMNAVSURFLANTINST 3540.22 para F004 c..... Y / N
2. Are L.O. dipsticks chained to machinery with equipment name and are high, normal and low level marks etched into the dipstick? (Reference: COMNAVSURFLANTINST 3540.22 para F003 b (3)..... Y / N
3. Are locks/locking devices installed on all L.O. system valves as designated by applicable system EOP diagrams? ..... Y / N
4. Is L.O. sample rack constructed to provide enough slots/spaces for all machinery? (Reference: COMNAVSURFLANTINST 3540.22 para F004 f..... Y / N
5. Is L.O. sample rack labeled with each machinery unit name and identification number? (Reference: COMNAVSURFLANTINST 3540.22 para F004 f..... Y / N
6. Are sampling kits available for the submission of NOAP samples? (NSN IRM 4920-01-003-0804SX) (Reference: NSTM 262 para 262-4.1.7..... Y / N
7. Is there a sufficient amount of ready-for-issue lubricating oil aboard to replenish one propulsion train (MRG and LSB)? (Reference: COMNAVSURFLANTINST 3540.22 para F004 b.
  - a. MIL-L-17331 (2190 TEP) for MHC ..... Y / N
  - b. MIL-L-9000 (2104) ..... Y / N
  - c. MIL-L-23699 (Synthetic) ..... Y / N
  - d. MIL-L-2105 (80W/90) for MHC ..... Y / N
8. If deploying, are all lube oil storage tanks at 95% capacity IAW COMNAVSURFLANTINST 3500.3E Pg. 5-1-10 para 4.a. (1)(a)?..... Y / N
9. Does all new oil meet the clear and bright criteria? If not, have samples been submitted for shore laboratory testing to determine usability? (Reference: NSTM 262 R3 para 262.3.7.1 a through e)..... Y / N
10. Are MRG sounding tables available to watchstanders in the event of a TLI failure?..... Y / N

11. Is Oil Lab equipment operative, or of the proper type for conducting lube oil tests?  
(Reference: PMS 2331/013 MRC's R-23, R-24D, and R-25D..... Y / N
12. Is BIOTEK HI-SOLV or PD-680 available in the Oil Lab for conducting BS&W tests on lube oil?  
(BOITEK HI-SOLV NSN 6810-01-277-0595).  
(Reference: NSTM 262 R3, para 262.5.1.3.3, pg. 5-3, [NOTE]) ..... Y / N
13. CONDITION OF SAMPLES DRAWN THIS DATE: \_\_\_\_\_
- |                       | <u>No.</u> | <u>No.</u> | <u>No.</u> | <u>No.</u> |
|-----------------------|------------|------------|------------|------------|
| Main Engine           | _____      | _____      | _____      | _____      |
| SSDG                  | _____      | _____      | _____      | _____      |
| MP Air Compressor     | _____      | _____      | _____      | _____      |
| Line Shaft Bearing    | _____      | _____      | _____      | _____      |
| Pitch System (CRP/CP) | _____      | _____      | _____      | _____      |
| Other                 | _____      | _____      | _____      | _____      |
14. Control system oil sumps (MHC's), main and auxiliary machinery lube oil sumps.
- a. Oil level maintained at proper level?  
COMNAVSURFLANTINST F003 b. (3) ..... Y / N
- b. Is sump level checked every hour while equipment is in operation and logged on equipment operating record? NSTM 262 para 3.11.1.a ..... Y / N
15. Do lube oil duplex strainer plug changeover valves leak by? Idle strainer leakage is acceptable as long as the leakage through the plug changeover valve into the off-duty strainer housing shall not fill the off-duty strainer compartment in less than one hour when tested at normal operating conditions.  
NSTM 505, para 505.3.1.3 ..... Y / N
16. Is a spare strainer basket available? If so recommend watchstander utilize it and continue with reassembly of strainer before cleaning and inspection of the old strainer basket.  
(Reference NSTM 505, para 505-10.3.1.1.1) ..... Y / N
17. Is strainer basket of the correct material and mesh size? Check NAVSEA tech manual or identification plate to determine type and class of strainer installed, and then match actual strainer to section 3.3.6 of MIL-S-17489E ..... Y / N

18. Check main and auxiliary equipment lube oil systems for integrity ensuring plugs, caps, vents, valves, flange shields, etc. are of the proper size, material, and correctly installed. Enter all discrepancies noted in the work center EDL log for correction.

F. LEVEL OF KNOWLEDGE & TRAINING

1. Is the Lube Oil Quality Program Manager proficient in the following?
  - a. Sample periodicity's. To determine if samples are being taken as required when reviewing the daily LOQM log. (Reference: MRC 2000 R-1 APR 97).. Y / N
  - b. Acceptable BS&W limits and required action for various results on the Oil Lab Log.  
(Reference: NSTM CH 262 R3 FIG 5-2, pg. 5-5) Y / N
  - c. Tests/inspections required for receipt of new oil IAW NSTM CH 262 R3 para 262.3.7 pg. 3-12? .... Y / N
  - d. When NOAP samples are submitted and for which equipment? (Reference: PMS, NSTM CH 262 R3 para 262-4.1.7..... Y / N
  - e. For equipment with online purification capability, compute the time required for the system lube oil volume to be recirculated sump-to-sump through the centrifugal purifier three times.  
(NSTM 262 R3, Para 262.5.2.1.1) ..... Y / N
2. Is the ship's Oil King proficient in the following?
  - a. Conduct water bath of sample.  
(Reference: NSTM 262 R3 para 262.5.1.2.1.5).. Y / N
  - b. Conduct of a B.S.&W. test.  
(Reference: NSTM 262 R3 para 262.5.1.3.3) .... Y / N
  - c. Visual Sediment Test.  
NSTM 262 R3 para 262-5.1.3.2 ..... Y / N
  - d. Conduct of a Transparency test?  
(Reference: NSTM 262 R3 para 262.5.1.3.1). .. Y / N
3. Are Space Supervisors/EOW's proficient in their ability to properly and accurately evaluate a lube oil sample IAW NSTM 262 R3 Section 5?..... Y / N

## I. ADMINISTRATION

- A. Is the Lube Oil Quality Program Manager an officer in the Engineering Department (Normally the MPA, but as a minimum an E-7 or above)? (Reference: COMNAVSURFLANTINST 3540.22 para F003 a (1))..... Y / N
- B. Is the Lube Oil Quality Program Manager designated in writing? (Collateral duty list is acceptable). (Reference: COMNAVSURFLANTINST 3540.22 para F003 (b))Y / N
- C. Does the Lube Oil Quality Program Manager review and sign the LOQM log daily? (Reference: COMNAVSURFLANTINST 3540.22 para F003 b (2))..... Y / N
- D. Does the Lube Oil Quality Program Manager review Oil Lab log and initial test results? (Reference: COMNAVSURFLANTINST 3540.22 para F003 b (2))..... Y / N
- E. Does the Lube Oil Quality Program Manager follow the oil change policy as specified in COMNAVSURFLANTINST 3540.22 para F004 i..... Y / N
- F. Are NOAP samples submitted on all applicable equipment? (Reference: NSTM CH 262 R3 para 4.1.7 and PMS..... Y / N
- G. Are there any overdue feedback actions for the NOAP program?..... Y / N
- H. Is the Lube Oil Quality Program Manager familiar with the full service NOAP labs available to the ship? (See enclosure (1) which must be printed separately)..... Y / N
- I. Is the Lube Oil Quality Program Manager familiar with the retrieval of NOAP Equipment History documentation through the SURFLANT Planning and Execution of Alterations and Repairs program (SPEAR)? MODEM Ph: 804-490-5323..... Y / N
- J. Does the LOQM Log contain the following? (Reference: NSTM CH 262 R3 para 262.5.5.4).
1. Name of equipment or source..... Y / N
  2. Sump capacity of each machinery unit..... Y / N
  3. Sump level of each machinery unit..... Y / N
  4. Time sample was drawn..... Y / N
  5. Applicable code. (e.g., PTS, PTT, ETC.)..... Y / N
  6. Test results..... Y / N

SUBSECTION XII-5 LUBE OIL MANAGEMENT PROGRAM

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7. Corrective action necessary for unsatisfactory  
Lube oil samples..... Y / N
8. Space Supervisor and EOOW review ..... Y / N
9. Lube oil storage and settling tank sounding  
section (not required, can be maintained as  
separate log IAW (e))..... Y / N
10. Lube oil transfer section to include from, to,  
time, and amount of oil transferred..... Y / N
- K. Are the lube oil purifier efficiency test results  
recorded in the LOQM log? NSTM 262 para 5.5.4.... Y / N
- L. Does the Engineer Officer review the LOQM log daily?  
(Reference: NSTM 262 262.5.5.2 (5))..... Y / N
- M. Does the Oil Laboratory Log contain the following?  
(Reference: COMNAVSURFLANTINST 3540.22  
para F008)..... Y / N
  1. Date of test..... Y / N
  2. Time of test..... Y / N
  3. Equipment name..... Y / N
  4. Type of test..... Y / N
  5. Test results..... Y / N
  6. Action taken..... Y / N
  7. Initials of Oil King who performed test..... Y / N
  8. Initials of Lube Oil Quality Program Manager. Y / N
- N. Are all unsat test results logged in the Oil Lab Log  
circled and initialed by the Engineer Officer?  
(Reference: COMNAVSURFLANTINST 3540.22  
para F008)..... Y / N
- O. Does the lube oil test log for 9000 series oil meet  
the requirements of NSTM 262?  
(Reference: NSTM CH 262 Fig 262-5-4)..... Y / N
- P. Does the fuel and water report reflect the amount of  
oil which is in all storage and settling tanks as  
required by NSTM 220 V2, para 220-27.36)?..... Y / N
- Q. Does 100% lube oil capacity include only the storage  
tanks as implied by COMNAVSURFLANTINST 3540.22  
para F004 a?..... Y / N

NOTE: Ready for issue (RFI) lube oil in settling tanks becomes a gain by inventory when transferred to storage. Ships must have a consistent policy in this area.

- R. Are all unsat test results and corrective action required/taken logged in the Engineering Log?  
(Reference: COMNAVSURFLANTINST 3540.22  
para F009)..... Y / N
- S. Are references (a) through (i) available and up to date? NSN's for NAVAIR 17-15-50 are as follows:
- T. Vol. 1 0817-LP-305-8000  
Vol. 2 0817-LP-305-8520..... Y / N
- U. Are storage and settling tanks sounded and recorded daily and prior to transfer? COMNAVSURFLANTINST 3540.22 F007 c..... Y / N
- II. OPERATIONS
- A. Does the Lube Oil Quality Program Manager supervise the receipt and strike down of new bulk lube oil?  
(Reference: COMNAVSURFLANTINST 3540.22  
para F003 b 1) ..... Y / N
- B. Do EOOW's review lube oil logs and spot check samples as part of the watch relieving procedure? Is this a part of the Engineer Officer Standing Orders?  
(COMNAVSURFLANTINST 3540.22 para F007 a)..... Y / N
- C. Are lube oil samples taken on CRP/CPD systems per PMS and NSTM CH 245? (Reference: COMNAVSURFLANTINST 3540.22 para F005 g)..... Y / N
- D. Is diesel engine lube oil sampled and tested per PMS and NSTM 262? (Reference: COMNAVSURFLANTINST 3540.22 para F005 e)..... Y / N
- E. Are lube oil samples taken as per PMS 2000/R-1?
1. Within 24 hours prior to starting equipment.. Y / N
  2. Daily when operating/underway (all non-OOC equipment/including machinery in autostart configuration) ..... Y / N
  3. Upon receipt of oil..... Y / N
  4. After an equipment casualty..... Y / N
  5. Unusual operating conditions..... Y / N
  6. Equipment with sump capacities of 1 gallon or less shall not be sampled (MCM's)..... Y / N
- F. Is the 2000 R1 MRC card being used as guidance for lube oil sampling procedures?..... Y / N
- G. L.O. Purifiers sampled IAW NSTM 262 R3 para g. h. Y / N
1. Every 30 minutes during renovation..... Y / N

2. Every 4 hours with continuous cleaning in process..... Y / N
- H. Line Shaft Bearings.
1. Is drain plug/cap checked for tightness hourly when underway?  
(Reference: NSTM 244 table 244-13)..... Y / N
2. Are bearings inspected and shaft "walked" by supervisory personnel prior to underway operations? (Good engineering practice). Specified in standing orders?..... Y / N
- I. Is the lube oil purifier operated daily on the MRG while underway until no visible indication of contamination remains in the oil and no water is discharged from the purifier?  
(Reference: NSTM CH 262 R3 para 262-3.6.5.4)..... Y / N
- J. Is the purifier operated on CRP/CPD systems 4 hours per day while at sea to maintain oil clear and bright?  
(Reference: NSTM 245 para 245-5.4.3.2 b.1)..... Y / N
- K. If CRP/CPD system oil samples are not clear and bright, appear hazy or cloudy, or if sediment is on the bottom of the sample bottle, was a BS&W test performed?  
(Reference: NSTM 245 para 245-5.4.3.2 b.2)..... Y / N
- L. If the BS&W result is less than 0.1, is system purified for 12 hours per day?  
(Reference: NSTM 245 para 245-5.4.3.2 b.2(a).... Y / N)
- M. If the BS&W result is greater than 0.1 but less than 0.4, was the system purified for a maximum of 48 hours and were fluid samples taken every 12 hours of the 48 hour period? (Reference: NSTM 245 para 245-5.4.3.2 b.2(b))..... Y / N
- N. When further action is necessary does the ship follow the guidance provided in NSTM CH 245 paragraph 245-5.4.3.2?..... Y / N
- O. Are and air compressors sampled daily? (Reference: COMNAVSURFLANTINST 3540.22 para F005 c)..... Y / N
- P. Are situations of poor or unsatisfactory lube oil promptly acted on including correction, documentation, and notification of the engineer officer? (Reference: COMNAVSURFLANTINST 3540.22 para F007 b)..... Y / N



Q. Are contaminated lube oil samples used as props during BECCE's realistic? (e.g. trace amounts of water in sample vice half a bottle, small babbitt or metal particles vice large pieces of metal that wouldn't even pass through a sample valve)..... Y / N

R. Are lube oil strainers being shifted IAW EOP..... Y / N

### III INDUSTRIAL INTERFACE

A. All work on L. O. systems IAW CINCLANTFLT/CINCPACFLTINST 4790.3 requires a FWP. Do formal work packages exist for these jobs? (Reference: CINCLANTFLT/CINCPACFLTINST 4790.3 Vol. 5 Chapter 1 para 1.3.5)..... Y / N

B. Are flushing filters, (muslin bags), available and of the proper material? i.e. cotton or nylon. (Reference: 262.3.8.2.3) (MCM's)..... Y / N

C. Are flushing filters the proper size? inches larger in diameter, and 4 inches longer than the strainer basket. (Reference: NSTM R3 para 262-3.8.2.3) (MCM's)..... Y / N

D. Are lube oil cooler water sides drained when unused for more than 24 hours and IAW applicable equipment PMS? (Reference: NSTM CH 262 R3 para 262-3.10.3.h.)... Y / N

E. Are weekly lube oil samples taken on equipment in IEM with lube oil remaining in the sump IAW applicable equipment PMS?..... Y / N

F. Have Diesel engine lube oil systems been thoroughly cleaned after completing overhauls or major repairs. IAW NSTM 262 R3 262-3.8.5?..... Y / N

G. Are sumps closed out by the Engineer Officer personnel with appropriate operating and legal record entries? (Reference: COMNAVSURFLANT 3540.22 para 2106 g).. Y / N

H. Does the Engineer Officer attend and supervise the opening of the main reduction gears including situations involving the removal of the vent fog precipitator? (NSTM 9420 para 9420.61 2 COMNAVSURFLANT 3540.22 para 2106 g)..... Y / N

I. Is dehumidification equipment for MRG's provided for in Bid Specs, operational, and effective?..... Y / N

JOINT OIL ANALYSIS PROGRAM FULL SERVICE LABORATORIES

MAILING ADDRESS

TELEPHONE

1. SIMA  
LAB R/2/95A  
NORFOLK NAVAL STATION  
NORFOLK, VA 23511-5898

AV: 565-1060 NOAP OIL  
COM: 804-445-1060  
FAX: 804-444-6713

2. COMMANDER  
CHARLESTON NAVAL SHIPYARD  
CODE 134 BLDG 13  
CHARLESTON, SC. 29408-6100

AV: 563-2890/4428  
COM: 803-743-2890/4428  
FAX: 803-743-4567

3. COMMANDING OFFICER  
SHORE INTERMEDIATE MAINT ACT  
ATTN: NOAP LAB  
MAYPORT NAVAL STATION BOX 228  
MAYPORT, FL. 32228

AV: 960-6351 EXT 3089  
COM: 904-270-6351 EXT 3089  
FAX: N/A

4. COMMANDING OFFICER  
ATTN CODE 30002 BLDG 780  
NAVAVNDEPOT  
222 EAST AVENUE  
PENSACOLA, FL. 32508-5180

AV: 922-2421  
COM: 904-452-2421  
FAX: 922-2348

5. COMMANDING OFFICER AV:  
NAVSTA ROOSEVELT ROADS, P.R.  
ATTN: AIMD NOAP LABFAX: N/A  
P.O. BOX 3025  
FPO AA 34051-3025

831-3503/4324  
COM: 809-865-3503/4324

6. COMMANDERAV:  
CORPUS CHRISTI ARMY DEPOTCOM:  
ATTN: SDSCC-QLS (STOP 27)  
CORPUS CHRISTI, TX. 78469  
(NOTE: ALL GULF COAST COMMANDS)

861-2448/4664  
512-939-2448/4664  
FAX: 512-939-1152

7. COMMANDING OFFICER  
US NAS SIGONELLA  
BOX 2601  
ATTN: NOAP LAB  
FPO AE 09627

AV: 624-5566/7/8/9  
COM: 011-39-95 EXT 865566  
FAX: N/A

11. The following ships also have full service laboratories:

USS INDEPENDENCE (CV 62)  
USS AMERICA (CV 66)  
USS JOHN F. KENNEDY (CV 67)  
USS DWIGHT D. EISENHOWER (CVN 69)  
USS THEODORE ROOSEVELT (CVN 71)  
USS GEORGE WASHINGTON (CVN-73)

Assessor(s) : \_\_\_\_\_

ENGINEERING

AFLOAT SELF-ASSESSMENT CHECKSHEETS

SECTION XII ENGINEERING DEPARTMENT

SUBSECTION XII-6 FUEL OIL MANAGEMENT/ENERGY CONSERVATION

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Ref: (a) COMNAVSURFLANTINST 3540.22 (SERIES)  
(b) COMNAVSURFLANT/PACINST 3500.2 (SERIES)  
(c) NSTM 541  
(d) EOSS  
(e) PMS  
(f) Ship's Information Book  
(g) COMNAVSURFLANTINST 4100.1 (SERIES)  
(h) CINCLANTFLTINST 5400.2 (SERIES)  
(i) NSTM 631  
(j) PQS (Water/Oil King)  
(k) OPNAVINST 4100.10 (SERIES)  
(l) OPNAVINST 5090.1 (SERIES)  
(m) NSTM 593  
(n) CINCLANTFLINST 4100.3 (SERIES)  
(o) OPNAVINST 4100.11 (SERIES)  
(p) CINCLANTFLTINST 4100.2 (SERIES)  
(q) NSTM 542  
(r) OPNAVINST 3120.32 (SERIES)  
(s) CINCLANTFLT/CINCPACFLTINST 4790.3 (SERIES)

OVERALL PROGRAM EVALUATION:

EFFECTIVE\_\_\_\_\_ PARTIALLY EFFECTIVE\_\_\_\_\_ NOT EFFECTIVE\_\_\_\_\_

A. GUIDELINES FOR PROGRAM EVALUATION:

EFFECTIVE: Working correctly with few minor deficiencies and is administered by personnel completely familiar with their responsibilities

PARTIALLY EFFECTIVE: Few significant deficiencies, but is meeting the basic goals of the program.

NOT EFFECTIVE: Program that has not been properly implemented. A program that has the appropriate directives published with shipboard infrastructure in place but not correctly executed, or a program with numerous significant deficiencies with regards to execution.

B. FUEL OIL MANAGEMENT EVALUATION GUIDELINE:

NOTE: Representative deficiencies that may lead to a NOT EFFECTIVE finding as per CINCLANTFLTINST 3540.9 (SERIES)

1. A pattern of omitted/incorrect fuel oil samples/tests.

2. Inability to conduct required tests.
3. Corrective action not taken on unsatisfactory test results by supervisory watch.
4. No qualified personnel assigned to the oil lab.
5. Insufficient equipment in the oil spill kit to be effective and/or not readily available.

C. OVERVIEW

1. Quality of the ships fuel oil is the main concern of the fuel oil management program. Cleanliness of the storage/service tanks and piping should be maintained through proper PMS, sampling, and stripping.
2. Engineering personnel working in the test lab should be familiar with the latest guidance pertaining to fuel oil testing and sampling. Each test lab worker should have attended the propulsion fuels testing school. (COI:K-821-2142)
3. NAVFLASH fuel oil tester, will soon be issued to the fleet. NAVFLASH when used will considerably simplify and modernize flash point measurement. The tester is designed with the latest and the best instrument technology available to date. By using it for fuel oil testing, fuel handling and safety will improve in the fleet. (See Ship Systems Information Bulletin, July 1993).

D. ADMINISTRATION

1. Are copies of the following publications readily available and current?  
(COMNAVSURFLANTINST 3540.22 CHP 5 ROO4)
  - a. OPNAVINST 4100.11 (Series)..... Y / N
  - b. OPNAVINST 5090.1 (Series)..... Y / N
  - c. CINCLANTFLTINST 4100.2 (Series)..... Y / N
  - d. CINCLANTFLTINST 4100.3 (Series)..... Y / N
  - e. COMNAVSURFLANTINST 4100.1 (Series)..... Y / N
  - f. NSTM 541, Revision 2..... Y / N
  - g. NSTM 542..... Y / N
2. Is the ship's oil king designated in writing on a document signed by the commanding officer?  
(COMNAVSURFLANTINST 3540.22, para. 3301)..... Y / N

## SUBSECTION XII-6 FUEL OIL MANAGEMENT/ENERGY CONSERVATION

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3. Is the ship's fueling officer, oil king or 2 personnel in charge of fueling operations graduates of the petroleum handling and testing course K-821-2142? (COMNAVSURFLANT/PACINST 3502.2 (Series) appendix D, pg. D-39)..... Y / N
4. Are NEURS reports submitted on a monthly basis? (CINCLANTFLT 4100.3B pg.2 para.7)..... Y / N
5. Are the fuel account, and fuel tank liquid load diagram kept current on a tank by tank basis and do they reflect what is reported in the daily fuel and water report? (Recommendation)..... Y / N
6. Is a fuel test log kept and is it reviewed by supervisory personnel? (COMNAVSURFLANTINST 3540.22 CHP 5, section 2, fig.5g-1)..... Y / N
7. Does the ship have an energy conservation program? (CINCLANTFLTINST 5400.2M)..... Y / N
8. Are fuel consumption curve's posted at all ship control stations that graphically display fuel consumption (gal/hr) versus ships speed (knots)? (COMNAVSURFLANTINST 4100.1B encl. (1), para 5c(4))..... Y / N
9. Is there an energy management officer assigned? (CINCLANTFLTINST 5400.2M chap. 3, section 7, para 3704)..... Y / N
10. Are copies of receipts, issues, and transfers maintained onboard? NOTE: Recommend maintaining 3 months of records. The Supply Department should maintain the master record..... Y / N
11. Does the fuel oil quality management log identify unsatisfactory samples, suspected cause of unsatisfactory sample, and corrective action taken? (COMNAVSURFLANT 3540.22 Fig 5G-1)..... Y / N
12. Are current copies of NAVPETOFFINST 4290.1 (conus commercial contracts for bunker fuel) and NAVPETOFFINST 4290.2 (overseas commercial contracts for bunker fuel) onboard? (NSTM 541 para 541-10.6.4) These instructions may be retained by the Supply Officer..... Y / N
13. Are DFS records available for fuel oil piping soft patches? (NSTM 541 para 541-2.4.2.j) NOTE: DFS's will generally be kept by the ships QA officer or repair officer. There is no need for duplicate record keeping by oil lab personnel..... Y / N

14. Are tank cleaning records available?  
(recommended good engineering practice)..... Y / N

E. LEVEL OF KNOWLEDGE:

NOTE: Observe oil king perform at least one fuel oil test as outlined in NSTM 541, section 10 for item #6 of this section. During the course of the day the oil king performs numerous test on fuel oil tanks, ensure that you observe the actual sampling of the fuel oil tank from thief sampling to spinning and EOWW/EDO analysis of the sample after it has been spun. Ask questions of each of the players to establish their LOK.

1. Are oil lab personnel familiar with the characteristics of F-76?..... Y / N
  - a. Flashpoint (NSTM 541, para 541-2.1.2.2) ..... Y / N
  - b. Autoignition temperature  
(NSTM 541, para 541-2.1.3) ..... Y / N
  - c. Personnel hazards and corrective action  
(NSTM 541, para 541-2.4.1) ..... Y / N
  - d. API/specific gravity  
(NSTM 541, para 541-10.3.2) ..... Y / N
  - e. Color/appearance (NSTM 541, para 541-10.3.10 and  
541-10.3.11) ..... Y / N
2. Are oil lab personnel familiar with the ship's fueling instruction and fueling bill?..... Y / N
3. Are oil lab personnel familiar with oil spill control procedures?  
(OPNAVINST 5090.1A and NSTM 593)..... Y / N
4. Is oil spill training conducted quarterly IAW COMNAVSURFLANT/PACINST 3502.2C..... Y / N
5. Are oil lab personnel familiar with the acceptable substitute fuels for F-76?  
(NSTM 541, para 541-10.4.3)..... Y / N
6. Are oil lab personnel familiar with the following test procedures and interpretation of test results?... Y / N
  - a. Clear and bright (NSTM 541, 541-10.9.2.1.2) .. Y / N
  - b. BS&W (NSTM 541, para 541-10.9.2.2 thru  
541-10.9.2.2.2) ..... Y / N
  - c. Flashpoint (NSTM 541, para 541-10.9.2.6 thru 541-  
10.9.2.6.2) ..... Y / N
  - d. API/specific gravity  
(NSTM 541, para 541-10.9.2.7.3) ..... Y / N

7. Are oil lab personnel familiar with shipboard sampling and testing requirements for F-76?  
(NSTM 541 table 541-10-2)..... Y / N

F. OPERATIONS:

1. Are fuel samples taken and results of testing recorded? (NSTM 541 table 541-10-2, para 541-10.8.2 and 541-10.8.3)..... Y / N
2. Are fuel tanks off-loaded and on-loaded in proper sequence? (NSTM 541, para 541-4.3.2.2, ref EOSS EOP SNOK and ship's loading document.).. Y / N
3. Is a check-off sheet utilized to verify fuel oil system alignment prior to transfer, for re-circulation, on-load or off-load of fuel? (NSTM 541, para 541-4.1.3, EOSS EOP SNOK)..... Y / N
4. Is permission received from the commanding officer before pumping any fuel? (EOSS EOP SNOK)..... Y / N
5. Are fuel oil service tanks filled immediately after being taken off suction? (NSTM 541, para 5.2.2.1, para 541-4.5.1.3, and EOSS EOP SNOK)..... Y / N
6. Before and during refueling are fuel tanks filled to capacity with the last tank in the bank being filled to 85% inport? (NSTM 541, para 541-4.2.1, para 541-4.3.2.3 and EOSS EOP SRFO)..... Y / N
7. Are fuel oil tanks stripped to the contaminated oil storage tank or re-circulated through a purifier? (NSTM 541 para 541-4.5.2.4 thru para 541-4.5.2.4.8, para 541-6.2.2, and para 541-6.2.4.2) (MCM's)..... Y / N
8. Does the ship reclaim fuel from the contaminated oil settling tank? (NSTM 541 para 541-6.2.2 thru para 541-6.2.2.1) (MCM's)..... Y / N
9. Is only contaminated fuel oil permitted to be discharged to the contaminated oil settling tank? (NSTM 541, para 541-6.2.2.2) (MCM's)..... Y / N
10. Prior to transferring any fuel is a system pre-operational integrity test conducted? (NSTM 541, para 541-4.5.2.1 thru para 541-4.5.2.1.6)..... Y / N
11. Are proper samples obtained and correct tests performed during receipt of fuel from commercial supplies under/not under government contract? (NSTM 541, para 541-10.6.4, para 541-10.6.5, and para 541-10.7.2)..... Y / N



12. Are gravity feed tanks, fuel purifiers, and filter/separators tested? (NSTM 541 table 541-10-2)..... Y / N
13. Perform the following Oil King evolutions:
- a. Thief sample..... Y / N
  - b. Shoot purifier..... Y / N
  - c. Transfer fuel..... Y / N
  - d. Verify fuel system lineup by an officer of the engineering department (SNOK) or other supervisor as formally designated by the CO..... Y / N
14. MATERIAL: Is there a sufficient amount of equipment and stock supplies available to support ships fueling operations? If there is inadequate equipment or material to properly test fuel oil, the ship should present a plan or requisition numbers that will bring the fuel testing program to minimum standards.... Y / N
- a. Clear and bright test equipment  
(NSTM 541 para 541-10.9.2.1.1)..... QTY
    - 1) Bottle, clear glass, 32 oz. .... 1
    - 2) Bottle, clear glass, 8 oz. .... 1
    - 3) Thermometer, -5 to 215 degree's F ..... 1
  - b. BS & W test equipment  
(NSTM 541, para 541-10.9.2.2.1)..... Y / N
    - 1) Centrifuge, 110v ac/dc, complete with four place heads and four metal cups ..... 1
    - 2) Centrifuge tubes, graduated, 100 ml ..... 2
    - 3) Graduated cylinder, glass, 100 ml ..... 1
  - c. Flashpoint test equipment  
(NSTM 541 para 541-10.9.2.6)..... Y / N
    - 1) Flashpoint tester, 115V, 50/60 cycle AC ..... 1
    - 2) Cover, with operating mechanism ..... 1
    - 3) Electric stirrer, 50/60 cycle ..... 1
    - 4) Thermometer, 20-230 degrees F, ASTM 9F ..... 1
    - 5) Dry cleaning and degreasing solvent, Fid-spec P-D-680, Type II, 5-gal can or HI-solve/Bid TEK Hi Solve (no dilution required) NSN 6810-01-277-0595 ..... 1

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- d. API/Specific gravity test equipment  
(NSTM 541 para 541-10.9.2.7.1) ..... Y / N
  - 1) API fuel hydrometer, API 29 to 41 ..... 1
  - 2) API fuel hydrometer, API 39 to 51 ..... 1
  - 3) Lab glass cylinder, 375 mm high,  
50 mm wide ..... 1
  - 4) Thermometer, -5 to 215 degrees F ..... 1
  - 5) Filter paper, 90 mm, box of 100 ..... 1
- 15. Is the following sampling equipment available to  
support fueling evolutions  
(NSTM 541 table 541-10-3) ..... Y / N
  - a. Measuring tape, tank gauging type, with reel and  
swivel snap ..... Y / N
  - b. Gauging tape blade (25 ft) ..... Y / N
  - c. Gauging tape blade (50 ft) ..... Y / N
  - d. Gauging tape blade (75 ft) ..... Y / N

NOTE: Sizes and quality of sounding tapes will depend on number and size of tanks onboard. Recommend enough tapes to support all possible fueling operations.

- e. Tape reel wipers, set with 6 spare pads ..... Y / N
- f. Fuel thief (6 in X 1 1/8 in) 60 ML ..... Y / N
- g. Fuel thief (10 in X 1 1/8 in) 120 ML ..... Y / N
- h. Fuel thief (12 in X 3/4 in) 132 ML ..... Y / N

NOTE: Thief size will depend on sounding tube construction. Recommend minimum quantity of 2.

- i. Seawater test strips, (50) ..... Y / N
- j. Brass plumb bob, (20 oz) ..... Y / N

NOTE: Recommend enough plumb bobs to support all possible fueling operations.

- k. Water indicating paste (3 oz tube) ..... Y / N
- 16. Are all fueling station deck riser assemblies  
complete? (Ships information book) ..... Y / N
  - a. Fuel stop valve ..... Y / N
    - 1) valve maintenance performed ..... Y / N
  - b. Blowdown supply gage and cut out valve ..... Y / N
    - 1) Gage cal. sticker or NCR attached. .... Y / N

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- 2) Valve maintenance performed ..... Y / N
- c. Sample line with cutout valve ..... Y / N
  - 1) Valve maintenance performed ..... Y / N
- d. Fuel pressure gage ..... Y / N
  - 1) Gage calibration or NCR sticker attached . Y / N
- e. Drip pan ..... Y / N

NOTE: Drip pan can be permanently mounted but if not, it must be readily available.

- 17. All the fueling at sea (FAS) hoses inspected and hydro tested as required? (PMS MRC A2 and R2) ..... Y / N
- 18. Does the ship have its required number of oil spill kits and are they complete? (AEL) ..... Y / N
- 19. Are all end caps removed from all fuel oil sample and test connections? (NSTM 541, para 541-2.4.9h) .... Y / N
- 20. Are fuel oil systems free of soft patches? ..... Y / N

NOTE: If no, see admin. question 14

- 21. Are fuel oil tank vent screens constructed of an inner screen (40 mesh wire) and an outer screen (1/4 inch 1/2 inch mesh)(NSTM 541, para 541-9.4.1) ..... Y / N
- 22. Are all TLI's operational and if not are they tagged properly/recorded in the instrument log? (NSTM para 541-9.6.1 and OPNAVINST 3120.32C) ..... Y / N
- 23. Do tanks that overflow directly overboard have high level alarms? (NSTM 541, para 541-4.2.1.1b and 541-9.6.2.2) ..... Y / N

NOTE: If any other stop valve is included in the drain line, all piping and components, including the sight glass, up stream of that valve shall be rated for full service system design pressure of 600psi or higher. The additional valve shall be immediately locked open and a DFS sent to TYCOM with info to NAVSEA/NAVSSSES/ planning yard to determine necessity of valve if the rating is less than 600 psi. (NSTM 541, para 541-9.12.3.3.6. and CNSL msg DTG 312019Z Dec 92). If such valves can be construed as space isolation valve (e.g., bulkhead stop in the oily waste drain system) the locking device must be easily removable so the valve can be quickly closed.

24. Do each overboard discharge valve and pump that can discharge oily waste over the side have oil pollution legislation placards posted?  
(GENSPEC section 593d page 6)..... Y / N
25. Are the centrifuge and flashpoint tester electrically safety checked within PMS periodicity?  
(Check the attached tag for periodicity.)..... Y / N

G. INDUSTRIAL INTERFACE:

Complete in the pre-industrial, industrial and pre light off visit. If tanks are opened for repair or cleaning make sure there is a plan for responsible supervisory personnel to inspect the tanks prior to close out (this should be a check point). Prior to the reinstallation of fuel oil piping, make sure that all industrial debris has been removed and that proper fasteners are used to make up the flange joints. Prior to bringing on fuel ensure that the entire system is walked and carefully checked for proper make up.

1. Have all fuel oil service and storage tanks been cleaned and if not is the schedule front loaded to perform this during the next upkeep.  
(Recommended)..... Y / N
2. Have fuel oil service and storage tanks, tank coatings been inspected and reapplied as needed?  
(NSTM 631, para 631-1.4.2)..... Y / N
3. Was system piping flushed after dried, repaired and/or maintenance performed?  
(NSTM 541, para 541-8.4.3)..... Y / N
4. Have floating ball check valves and stop valves been installed on all required sounding tubes?  
(NSTM 541, para 541-9.5.3.)..... Y / N
5. Have all tank vent screen been inspected, cleaned and repaired?  
(NSTM 541, para 541-8.4.3.1 thru 541-9.4.2)..... Y / N
6. During any tank opening period, were piping, sounding tubes and TLI's inspected? (NSTM 541 para and PMS and applicable tech manual). Recommend sounding tube tailpieces be flanged for easy removal of plumbbobs when tanks are open..... Y / N
7. Are coalescer elements being or scheduled for replacement? (NSTM 541 para 9.13.4.1.1 and PMS).. Y / N
8. Have tank cleaning and inspection records been updated?..... Y / N

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- Remarks: \_\_\_\_\_

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Assessor(s): \_\_\_\_\_

Date: \_\_\_\_\_

ENGINEERING

AFLOAT SELF-ASSESSMENT CHECKSHEETS

SECTION XII ENGINEERING DEPARTMENT

SUBSECTION XII-7 INSTRUMENTATION, ALARMS AND CONTROLS

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Ref: For instrumentation

- (A) NAVSEA OD 45843
- (B) CINCLANTFLT/CINCPACFLTINST 4790.3 (Series)
- (C) NAVSEAINST 4734.1A
- (D) OP43P6B
- (E) NSTM 504
- (F) NSTM 491
- (G) OPNAVINST 3120.32 (Series)
- (H) ST700-AM-GYD-010
- (I) SURFLANT 191853ZDEC97
- (J) SURFLANT 212119ZSEP99
- (K) SURFLANT 111345ZMAY99
- (L) SURFLANT 141345ZSEP98
- (M) SURFLANT 171745ZJUN98
- (N) CNSL 041535ZMAY98

OVERALL SYSTEMS EVALUATION:

EFFECTIVE\_\_\_\_\_ PARTIALLY EFFECTIVE\_\_\_\_\_ NOT EFFECTIVE\_\_\_\_\_

A. Guidelines for program evaluation:

EFFECTIVE: Working correctly with few minor deficiencies and is administered by personnel completely familiar with their responsibilities

PARTIALLY EFFECTIVE Few significant deficiencies, but is meeting the basic goals of the program.

NOT EFFECTIVE: Program that has not been properly implemented. A program that has the appropriate directives published with shipboard infrastructure in place but not correctly executed, or a program with numerous significant deficiencies with regards to execution

B. Representative deficiencies that may lead to a NOT EFFECTIVE finding:

1. Critical instrument list not approved or reviewed by ISIC or Critical Requirements List (CRL) not tailored to the ship.
2. Calibration standards out of calibration.
3. Insufficient number of qualified technicians on board.

4. Calibration scheduling inadequate (determined by the % of overdue gages).
5. No corrective action taken for UNSAT OLV checks.
6. System maintenance/OLV checks not performed within periodicity.
7. Instrument log not used as a management tool.

#### **INSTRUMENTATION**

##### **C. OVERVIEW**

1. Without reliable instrumentation, equipment cannot be safely operated. Equipment with non-redundant in-operative critical instrumentation should be considered out of commission. Alarms and control systems are subsets of instrumentation.
2. Critical instruments. (CNSLINST/CINCPACFLTINST 4790.3 PARA 12.7 ) All shipboard gages, temperature indicating devices and panel meters must be categorized as either "Critical" or "Non-Critical". Critical instruments are defined as instruments that monitor a physical parameter which is required to be within a specified operating range or limits to minimize hazards to human safety or identify the failure or pending failure of a mission essential system or equipment. Critical instruments will be clearly marked by the application of approved calibration labels. All other HM&E instruments will be classified as non-critical and clearly marked by the application of a "Calibration Not Required" sticker.
3. Critical Requirements List (CRL) (automated ships). NAVSEA will develop ship class-specific CRLs for ships with automated propulsion plants. Each CRL provides a complete listing of all installed instrumentation (including that for combat systems ancillary systems) with a determination of criticality for each instrument. These are the minimum requirement. Automated propulsion control system on-site calibration and alignment is defined as a calibration of a complete instrumentation system originating at the sensor, all instrumentation in the line, and verification of pick off voltages supplying information to the automated propulsion control system.

All ships with automated propulsion control systems must have all main propulsion instruments which are identified as critical calibrated every 18/24 months as listed in REF (i). Such calibration and alignment should be conducted on board and in place to the maximum extent possible.

4. Critical Instrument List (CIL) (non automated ships). NAVSEA has developed generic CILs for ships without automated propulsion plant controls. These CILs are common for classes of ships and indicate only the particular physical parameter that must be monitored, at a minimum, by a single critical instrument. Each ship receiving a CIL is required to use the generic listing as a guide and proceed to identify specific critical instruments that most properly monitor the parameter.
5. COMNAVSURFLANT policy recently changed to specify all critical gages, temperature indicating devices and sensors must be calibrated every 18/24 months as listed in REF (i). COMINEWARCOM and COMSPECWARCOM units are expected to follow this policy.
6. Some portions of this checklist are applicable only to those ships and fleet activities recommended by the Naval Sea Systems Command as Field Calibrations Activities.
7. This program interfaces with most other programs which have a material or operations component as well as the Tagout Program (Instrument Log).

#### D. Material

NOTE: Ask for CIL or CRL (as applicable) printout, Format 350 (instrument list by workcenter), and last SISCAL printout (including rejected instrument printout).

NOTE: Possible explosion hazard exists with METRON 350 or KING NUTRONICS 3112 pressure testers on systems with oxygen, hydraulics, flammable liquids or nuclear. A requirement in the pressure testers technical manual states a fluid separator must be used when testing the above systems. Other testers designed for these systems (containing fluid separators) are listed in NAVSEAINST 4734.1, NSTM 504.3.48 thru 61. The use of these testers is limited to qualified personnel (school graduates).

#### **If FCA certified:**

1. Does the FCA have its own assigned workcenter?... Y / N



2. Are shipboard FCA STANDARDS (test equipment) available?..... Y / N
  - a. 1200 psi ships: KING NUTRONICS 3657
  - b. All other ships: KING NUTRONICS 3666 psig), DATAMETRICS 1127 (vacuum to 100 psig)
  - c. All ships: KING NUTRONICS 3605 (-40 deg F to 250 deg F), KING NUTRONICS 3604 (100 deg F 1199 deg F)
3. Are FCA STANDARDS within calibration?..... Y / N
4. Are FCA STANDARDS fully operational?..... Y / N
5. Is adequate storage available for FCA STANDARDS? (ST700-AM-GYD-010 para C30M2)..... Y / N
6. Are METRL calibration labels available, controlled, consistently applied, and marked? ..... Y / N

**All ships:**

7. Are critical instruments within periodicity for calibration? (Approx what percent are not?)..... Y / N
8. When an instrument is rejected, is it entered in the instrument log as out of commission? Appropriate corrective action taken?..... Y / N
9. Are inoperative instruments marked with OOC sticker? (OPNAVINST 3120.32c Art 630.17 C(7))..... Y / N
10. Are instruments with instrument error marked with Out of Cal stickers indicating the correction factor (OPNAVINST 3120.32c Art 630.17.C(6) and (7), 630.17.D(12)? Appropriate corrective action taken?..... Y / N
  - a. If the instrument is critical and the error exceeds the specified calibration tolerance is the instrument labeled OOC?..... Y / N
11. Are gages mounted properly? (i.e. resilient rubber at least 1/16" thick) (NSTM 504-2.50-53)..... Y / N
12. Are permanent instrument label plates affixed?... Y / N
13. Are non-critical instruments clearly marked by the application of a "Calibration Not Required" sticker? (CINCLANTFLT/CINCPACFLTINST 4790.3 para 12.7).... Y / N
14. Does the ship have adequate meggers, and GPETE to support preventive and corrective maintenance?... Y / N
15. Does the ship have calibrated torque wrenches, dial indicators, portable tachometers, micrometers, etc. to support preventive and corrective maintenance?... Y / N

16. Are WBGT meters within calibration periodicity?... Y / N
17. Do thermometers without wells have appropriate warning labels (especially boilers)?..... Y / N

E. Operations

1. Are the correct range gages being used?  
(i.e. working range is middle third)  
(NSTM 504-2.40)..... Y / N
2. Are the red pointers of pressure gages and dial thermometers set correctly? Is there a red hand pointer list? (NSTM 504-2.17-18)..... Y / N
3. Are all gages with NCR stickers calibrated, repaired or replaced when a sight comparison to a critical instrument in the same system indicates a significant and potentially dangerous deviation from the critical instrument? (CINCLANTFLT/CINCPACFLTINST 4790.3 para 12.7.3.a)..... Y / N
4. Are instruments of identical equipment in comparable service (e.g. generators in parallel) compared for similar readings)?..... Y / N
5. Does the ship operate equipment with critical gages OOC if redundant instrumentation is not available for the critical parameter?..... Y / N
6. Where special calibration stickers have been affixed, is there an attached tag with explanation?..... Y / N
7. Do watchstanders and supervisors understand the limitations of the special calibration?..... Y / N

F. Level of Knowledge and Training

1. Are applicable workcenters aware of the requirement for sight comparison of non-critical instruments?  
(CINCLANTFLT/CINCPACFLTINST 4790.3 para 12.7.3.a) Y / N
2. Do the applicable workcenters use fluid head correction labels when required?  
(NSTM 504-2.112-114)..... Y / N
3. Ask WCSs how they know which instruments are out of calibration and what they do about it..... Y / N
4. Is instrumentation included in the ship's training program?..... Y / N

## G. Administration

**If FCA certified:**

1. Is there a current NAVSEA certification letter (must be certified within the past 18 months)? (NAVSEALTR 04DS25/226, NAVSEAINST 4734.1A)..... Y / N
2. Are all required instructions available?  
(ST700-AM-GYD-010 Chap 2.6.3)
  - a. NAVSEAINST 4734.1A ..... Y / N
  - b. NAVSEAINST 5100.3 ..... Y / N
  - c. TN 88-1 ..... Y / N
  - d. ST700-AM-GYD-010 ..... Y / N
  - e. NAVSEA OD 48939 ..... Y / N
  - f. NAVSEA OD 45843 ..... Y / N
  - g. ST700-AM-PRO-010 ..... Y / N
3. Is a calibration coordinator appointed in writing by the Commanding Officer?  
(ST700-AM-GYD-010 Para 2.6.2)..... Y / N
4. Are there service record entries or a copy of the graduation certificate for at least two personnel currently on board who have graduated from the approved Gage Calibration School?  
(ST700-AM-GYD-010 para 2.4.1, 2.4.2)..... Y / N

**All ships:**

5. Has the Commanding Officer appointed a calibration coordinator? (ST700-AM-GYD-010 PARA 2.6.2)..... Y / N
6. If a non-automated propulsion ship, ask for ship's approved CIL, review and note  
(CINCLANTFLT/CINCPACFLTINST 4790.3 PARA 12.7.2):
  - a. Is list specific by instrument?..... Y / N
  - b. Can you use the list to sight a gage by  
number/space/machine?..... Y / N
  - c. Is the list approved by the ISIC?..... Y / N
  - d. Is the list reviewed annually?..... Y / N
7. If an automated propulsion ship, review CRL for evidence of further tailoring of the class-specific list to that particular ship..... Y / N

SUBSECTION XII-7 INSTRUMENTATION, ALARMS AND CONTROLS

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8. Is inoperative or out of calibration instrumentation (incl. alarms) properly entered in the Instrument Log? (OPNAVINST 3120.32C Art 630.17.6c)..... Y / N
  9. Can a listing of instruments coming due or overdue for calibration be produced efficiently?..... Y / N
  10. Do Type III calibrations show up on the gage calibration work centers CSMP for outside calibration?..... Y / N
  11. Are Meter cards submitted for errors on formats?. Y / N
- H. Industrial Interface: To be completed in Pre-Industrial, Industrial, and Pre-Lightoff visits.
1. Have provisions been made for the new equipment received during availability to be calibrated and added to the inventory?..... Y / N
  2. Is ships calibration schedule organized to support engineering plant light off?..... Y / N
  3. Are the gages that were removed for calibration reinstalled correctly?..... Y / N
  4. Are the red pointers of pressure gages and dial thermometers set correctly? Is there a red hand pointer list? (NSTM 504-2.17-18)..... Y / N
  5. Is all test equipment utilized for the support of initial lite off and post plant lite off testing within calibration periodicity?..... Y / N

Remarks: \_\_\_\_\_

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Assessor(s): \_\_\_\_\_

Date: \_\_\_\_\_

ENGINEERING

AFLOAT SELF-ASSESSMENT CHECKSHEETS

SECTION XII ENGINEERING DEPARTMENT

SUBSECTION XII-8 ENGINEERING DEPARTMENT PQS

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Ref: (a) OPNAVINST 3500.34 (Series)  
(b) CINCLANTFLTINST 5400.2 (Series)  
(c) NAVEDTRA 43100-1 (Series) (PQS Manager's Guide)  
(d) OPNAVINST 3120.32 (Series)  
(e) COMNAVSURFLANTINST 3502.2 (Series) (SURFTRAMAN)  
(f) COMNAVSURFLANTINST 3541.1 (Series) (Minimum DC

Requirements for LANTFLT)

OVERALL PROGRAM EVALUATION:

**A. GUIDELINES FOR PROGRAM EVALUATION:**

**EFFECTIVE:** Program is working correctly with few minor deficiencies and is administered by personnel completely familiar with their responsibilities.

**PARTIALLY EFFECTIVE:** Program has some deficiencies but achieves the basic goals.

**NOT EFFECTIVE:** Program that has not been properly implemented. A program that has the appropriate directives published with shipboard infrastructure in place but not correctly executed, or a program with numerous significant deficiencies with regards to execution

**B. Representative deficiencies that may lead to a NOT EFFECTIVE Program:**

1. Applicable PQS not implemented/used. .... Y / N
2. Not enough qualified watchstanders to man two complete underway watchstations. .... Y / N
3. Failure of significant numbers of personnel to achieve meaningful progress toward qualifications. .... Y / N
4. Failure to conform with interim qualification procedures. .... Y / N
5. Significant disparities among watchbill assignments, watchstation PQS qualification and Service Record entries. .... Y / N
6. Divisional PQS charts/ADP records not in use. .... Y / N
7. More than 10% of department in arrears in EEBD/OBA/SEED EGRESS training. .... Y / N

8. Significant failure to comply with commands written PQS guidance. .... Y / N

**C. PQS CHECKLIST**

1. Has the ship published a command directive establishing PQS Program? (Ref (c), Pg 6 Para 1) .... Y / N
2. Does the ship have a well defined PQS organization? (Ref (c)) .... Y / N
3. Has a Command PQS Coordinator been designated?  
Name: \_\_\_\_\_ (Ref (c)) .... Y / N
4. Is the Command PQS Coordinator a member of Planning Board for Training? (Ref (c)) .... Y / N
5. Has an Interim Qualification Program been established using sample in reference (c) as a guideline? .... Y / N
6. Does the ship realize the prerequisites, fundamentals, systems normally should **NOT** be deferred for Interim Qualifications? (Ref (c), Chap. 4) .... Y / N
7. Are all Interim Qualifications approved by the Commanding Officer? (Ref (c)) .... Y / N
8. Is there a current PQS Qualifiers List published? . Y / N
9. Is the Qualifiers list updated semiannually? (Ref (c), Chap. 5) .... Y / N
10. Is there a two year Historical File of PQS Qualifiers? (Ref (c), Chap.5) .... Y / N
11. Are newly reporting personnel indoctrinated in PQS Program regarding command PQS Policy using ship's instruction and Reference (c). .... Y / N
12. Do published watchbills denote persons qualify; i.e. Q=Qualified, I=Interim, U/I=Under Instruction? ... Y / N
13. Are all personnel, general DC and 3M Maintenance qualified within 6 months of reporting onboard or as per ship's instruction? (Ref (f) paragraph 1.a) .... Y / N
14. Have the watchstations for which the Commanding Officer does **not** act as Final Qualification authority been designated in writing? (Ref (c)) .... Y / N
15. Is all applicable PQS listed and tracked on parent division/workcenter PQS Chart/ADP records? (NAVEDTRA 43100-1 (Series) (PQS Manager's Guide) .... Y / N
16. Are PQS charts/ADP Records updated by Division Officers Weekly? (Ref (c), Chap. 5 Para 2.b) .... Y / N

17. Are PQS Charts/ADP records updated using the standards point system (Ref (c) Chap. 5.2.c)? ..... Y / N
18. If PQS charts are used, do they conform to guidance and example provided in PQS Managers Guide (Ref (c), Chap. 5)? ..... Y / N
19. Are Division Officers/CPO's tailoring entry level PQS for personnel based on past experience, Service Record entries and schools? (Ref (c), Chap. 4) ..... Y / N
20. Does the ship ensure that all final certifications and watchstation qualifications are signed off at present duty station? (Ref (c), Chap. 5) ..... Y / N
21. Does the ship's requirements for re-qualification for supervisory watch stations include changes to subordinate watch stations in that standard, and that only the supervisory watch station re-qualification needs to be documented? (Ref (c) ..... Y / N
22. Does the ship ensure the date entered in service record on page 4 is the same date the final qual authority signs the final qual? (Ref (c)) ..... Y / N
23. Is the ship aware that there is no requirement to enter the date the final qual authority signs the final qual on the PQS charts, only fill in the block? ..... Y / N
24. Do PQS charts/ADP records show semiannual EEBD/EGRESS/OBA/SEED training? (Ref (f), Encl (1), paras 1.3 and 2.0) ..... Y / N
25. Interview five divisional personnel with their PQS books and circle Yes/No as appropriate ..... Y / N
- a. Does each person know what PQS goals they are assigned?
- |       |  |       |  |       |  |       |  |       |
|-------|--|-------|--|-------|--|-------|--|-------|
| A-DIV |  | B-DIV |  | E-DIV |  | M-DIV |  | R-DIV |
| Y /N  |  | Y /N  |  | Y /N  |  | Y /N  |  | Y /N  |
- b. Does each person know where to locate the list of qualifiers?
- |       |  |       |  |       |  |       |  |       |
|-------|--|-------|--|-------|--|-------|--|-------|
| A-DIV |  | B-DIV |  | E-DIV |  | M-DIV |  | R-DIV |
| Y /N  |  | Y /N  |  | Y /N  |  | Y /N  |  | Y /N  |
- c. Does each person have a PQS book?
- |       |  |       |  |       |  |       |  |       |
|-------|--|-------|--|-------|--|-------|--|-------|
| A-DIV |  | B-DIV |  | E-DIV |  | M-DIV |  | R-DIV |
| Y /N  |  | Y /N  |  | Y /N  |  | Y /N  |  | Y /N  |

d. Are PQS signatures by authorized qualifiers?

A-DIV | B-DIV | E-DIV | M-DIV | R-DIV

Y /N | Y /N | Y /N | Y /N | Y /N

e. Are PQS books free of block signatures?

A-DIV | B-DIV | E-DIV | M-DIV | R-DIV

Y /N | Y /N | Y /N | Y /N | Y /N

f. Did individuals complete qualifications in sequence required by the PQS book?

A-DIV | B-DIV | E-DIV | M-DIV | R-DIV

Y /N | Y /N | Y /N | Y /N | Y /N

26. Do page 4 Service Record entries support the approved watchbill, including prerequisite quals as appropriate? ..... Y / N

**D. DAMAGE CONTROL**

1. Are PQS charts/ADP record available for each Repair Locker and inport Fire Party? ..... Y / N

2. Are all the positions/members listed on the PQS charts/ADP records? ..... Y / N

3. Are all personnel assigned to Repair Party or inport emergency teams basic Damage Control qualified? .. Y / N

4. Does the DCA have a program for requalifying previously qualified personnel? (Ref (f), paragraph 1.a.2) .. Y / N

5. Have service record entries of PQS qualification been made for each of the following?

a. Repair Locker Condition 1 (Review service records for 25% of personnel assigned each locker).

# Selected \_\_\_\_\_. # Not Qualified \_\_\_\_\_.

b. Inport emergency party (Review service records for 50% of personnel assigned to each section).

# Selected \_\_\_\_\_. # Not Qualified \_\_\_\_\_



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ENGINEERING

AFLOAT SELF-ASSESSMENT CHECKSHEETS

SECTION XII ENGINEERING DEPARTMENT

SUBSECTION XII-9 MAIN ENGINEERING SPACE FIRE DOCTRINE

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REF: (a) NSTM CH 555 (Shipboard fire Fighting)  
(b) CNSL INST 3541.1C(Standard Repair Party Manual  
for Naval Surface Force)

OVERALL PROGRAM EVALUATION:

EFFECTIVE\_\_\_\_\_ PARTIALLY EFFECTIVE\_\_\_\_\_ NOT EFFECTIVE\_\_\_\_\_

GUIDELINES FOR PROGRAM EVALUATION:

EFFECTIVE: Program is working correctly with few deficiencies and is administered by personnel completely familiar with their responsibilities.

PARTIALLY EFFECTIVE: Few significant deficiencies, but is meeting the basic goals of the program.

NOT EFFECTIVE: Program that has not been properly implemented: a program that has the appropriate directives in published with shipboard infrastructure in place, but not correctly executed: or a program with numerous significant deficiencies with regards to execution.

- A. Is the ships machinery space firefighting doctrine and associated equipment isolation and control lists readily available in Damage Control Central, Main Control/Central Control Station, Repair Five, Pilothouse and each machinery space?  
(Ref a. para 555-6.2.2)..... Y / N
- B. Are power sources for Halon system alarms and indicators and for AFFF Bilge Sprinkling clearly identified in the Electrical isolation list?  
(Ref b, para 406, a.)..... Y / N
- C. Are copies of notebook pages which require action by propulsion plant watchstanders laminated and inserted into EOCC? (Ref b, para 406, d.)..... Y / N
- D. Does the machinery space firefighting doctrine delineate between inport and underway scenarios.  
(Ref b)..... Y / N
- E. Is mechanical isolation listed in order of priority.  
(Ref a, para 555-6.3.8.1)..... Y / N

- F. Are fire boundaries listed by: (Ref b)
1. Primary Compartment..... Y / N
  2. Bulkhead or Deck, (is the boundary being set on a bulkhead or a deck)..... Y / N
  3. Fire Station being used, (What fire station will the hose/s be used from)..... Y / N
  4. Secondary Compartment..... Y / N
  5. Bulkhead or deck..... Y / N
  6. Fire Station being used..... Y / N
- G. Are smoke boundaries listed? (Ref b)..... Y / N
- H. Is the ventilation isolation/Buffer zone listed? (Ref b)..... Y / N
- I. Is the OBA canister disposal area identified? (Ref b)Y / N
- J. Is the EEBD collection area identified? (Ref b)..... Y / N
- K. Are the primary and secondary reentry hose line ups identified for each machinery space? (Ref b)..... Y / N
- L. Is the Evacuee muster area identified? (Ref b)..... Y / N
- M. Is the Desmoking plan listed? (Ref b)..... Y / N
- N. Is Atmospheric testing listed and the specific gases listed that are required to be conducted for each space, (E.G. If Halon 1301 has been discharged, a test for hydrogen fluoride shall be accomplished?) (Ref b)..... Y / N
- O. Are OBA relieving procedures listed? (Ref b)..... Y / N

Remarks: \_\_\_\_\_

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Assessor(s): \_\_\_\_\_

Date: \_\_\_\_\_

ENGINEERING

AFLOAT SELF-ASSESSMENT CHECKSHEETS

SECTION XII ENGINEERING DEPARTMENT

SUBSECTION XII-10 ENGINEERING OPERATIONAL SEQUENCING SYSTEM  
(EOSS)

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Ref: (a) OPNAVINST 9200.3  
(b) EOSS USER'S GUIDE SP EUG/0001/040195  
(c) EOSS USER'S GUIDE APPENDIX DEUG/0001/030596  
(d) COMNAVSURFLANTINST 3540.22 (SERIES)

OVERALL SYSTEMS EVALUATION:

EFFECTIVE\_\_\_\_\_ PARTIALLY EFFECTIVE\_\_\_\_\_ NOT EFFECTIVE\_\_\_\_\_

GUIDELINES FOR PROGRAM EVALUATION:

EFFECTIVE: Program is working correctly with few minor deficiencies and is administered by personnel completely familiar with their responsibilities.

PARTIALLY EFFECTIVE: Few significant deficiencies, but is meeting the basic goals of the program.

NOT EFFECTIVE: Program that has not been properly implemented. A program that has the appropriate directives with shipboard infrastructure in place, but not correctly executed, or a program with numerous significant deficiencies with regards to execution.

A. OVERVIEW

1. One of the precepts of good engineering practice is "operation in accordance with approved written procedures." IAW reference a, EOSS is the principal written guidance for engineering operation. NAVSSES-produced EOSS may be modified or extended locally by Engineer Officer standing orders, special orders for degraded equipment, caution tag-outs, pen-and-ink EOSS changes authorized by the Commanding Officer, local procedures beyond the scope of EOSS approved by the CO, restricted maneuvering and main space fire doctrines, and by battle orders. The EOSS Users Guide, reference b, explains this fully.

SUBSECTION XII-10 ENGINEERING OPERATIONAL SEQUENCING SYSTEM  
(EOSS)

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2. For EOSS to be an effective program watchstanders must understand its construction, be familiar with its contents routine use, and reference it in all facets of operational training. Books and holders must be maintained for EOSS to continue as a working document. The program must be administered with attention to detail and efficiency. The Engineering Department supervision must be especially alert to changes in EOSS, whether by semi-annual update, or as a result of SHIPALT or MACHALT, and ensure watchstanders are trained in the new procedures as an item of priority. Use of this checklist assumes complete familiarity with SP "EUG".
3. Are books in good order, well cared for and located in the proper holders (HIP)? (Note specific books requiring attention on write-up sheet.)  
(Ref b, CH.5.4) ..... Y / N
4. Are book holders in good order and located IAW the ship's Hardware Installation Plan (HIP)?  
(Ref b, CH. 1.4.1)..... Y / N
5. Are supervisors aware entire books and laminated pages can be replaced by category "A" feedbacks to NSWCCD..... Y / N

**Note: NSWCCD will no longer be providing replacement bookholders via the category "A" feedback system.**

6. Do supervisors have access to CD-ROM and EOSS CD-ROM disk? (Ref b, CH. 1.4.2)..... Y / N

B. OPERATIONS

1. Are watchstanders familiar with EOSS and do they use it routinely? (Ref b) (Note specific exceptions on write-up sheet and target for further training).. Y / N
2. MP 'MLOC':
  - a. Has it been annotated thoughtfully with pre-light-off PMS actions? (MLOC Notes)  
(Ref b CH. 2.3.1 and Ref d, Tab Q para Q003.d) ..... Y / N
  - b. Are guide lists available of alarms, remotely operated valves (with positions indicated), locks, locking devices (with positions indicated), and flexible hoses (with statement of level of criticality), and damage control equipment? (if applicable to ship class) (MLOC Steps 9-16).. Y / N

SUBSECTION XII-10 ENGINEERING OPERATIONAL SEQUENCING SYSTEM  
(EOSS)

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- c. Are deficiencies uncovered by MLOC promptly and clearly reported and resolved?  
(Ref b, CH. 2.3.1 and CH. 5.4) ..... Y / N
  - 3. Where experience indicates the need for written procedures beyond the scope of EOSS, have local procedures been developed, stamped or state "locally prepared", and approved by the CO?  
(Ref b, CH. 1.2 and CH. 5.4) ..... Y / N
  - 4. Where EOSS provides for the ship to provide amplifying information (e.g., MSFD watchstander action inserted in EOOW and space EOCC books (COMNAVSURFLANT Repair Party Manual Chapter 4 par 4.4.f), has the ship done so? (Note exceptions on write up page.) ..... Y / N
  - 5. Has EOSS been supplemented by thoughtful, consistent, specific standing orders, restricted maneuvering doctrine, main space fire doctrine, etc.?  
(Ref b, CH. 1.3 and CH. 5.4) ..... Y / N
  - 6. Does the ship have an active EOSS feedback file, indicative of routine use of EOSS and verification against actual plant configuration?  
(Ref b, CH. 5.4) ..... Y / N
  - 7. Have pen and ink changes been made to EOSS and authorized by the CO to correct for configuration differences and is recommended to keep track of these deviations? (Ref b, CH. 1.6.3.b) ..... Y / N
  - 8. Degraded equipment:
    - a. Where degraded equipment cannot be operated in accordance with EOSS, have appropriate, specific, pen and ink changes approved by the C.O. and Engineer Officer Temporary Standing Orders been generated? If greater than 6 months has a FBR been submitted? (Ref b CH. 1.6.1) ..... Y / N
    - b. Is the EOOW aware of degraded equipment, and its operational impact? (Ref b CH.5.4) ..... Y / N
  - 9. Are Engineer Officer's temporary standing orders being complied with by the watchstanders? ..... Y / N
  - 10. Are communications in accordance with reference b, Chap. 4? ..... Y / N
- C. LEVEL OF KNOWLEDGE AND TRAINING
- 1. Does the qualification training program include training on the construction and organization of EOSS? ..... Y / N

SUBSECTION XII-10 ENGINEERING OPERATIONAL SEQUENCING SYSTEM  
(EOSS)

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2. Does the continuing training program include such topics as review of EOSS Users Guide for supervisors, plant operations training based on EOSS, and scenario driven casualty seminars based on EOCC?..... Y / N
3. Are the CO and Engineer Officer aware of their latitude to modify EOSS when necessary?  
(Ref b, CH. 1.6 and 1.2)..... Y / N
4. Is evolution training based on use of component procedures in EOSS routinely conducted for qualification training and periodic EOSS validation on each piece of engineering equipment? (Ref. b, CH. 5.2.3 and Ref d, Tab Q para Q003.b)..... Y / N
5. Is Master EOCC available to watchstanders (to teach symptoms, causes, effects, etc.)?  
(Ref b, CH. 5.3.2)..... Y / N
6. Are drills debriefed by reference to Master EOCC?  
(Ref b, CH. 5.3.6)..... Y / N
7. Are EOSS deficiencies uncovered by evolution training and drill debriefs promptly addressed by Category B feedback report? (Ref b, CH. 6.5)..... Y / N
8. Are changes to EOSS briefed to watchstanders upon receipt? (Ref b, CH. 5.4)..... Y / N

D. ADMINISTRATION

1. Does EOSS as installed agree with the current load list? (Ref b, CH. 6.6)..... Y / N
2. Does the EOSS library inventory agree with load list?  
(Ref b, CH. 6.6)..... Y / N
3. Does the Master EOSS consist of all pages (not laminated) and in alphabetical order?  
(Ref b. CH 1.4.1)..... Y / N
4. Are pen and ink changes made to procedures and authorized by the Commanding Officer when safety is a factor and a message sent IAW reference b urgent FBR?  
(Ref b, CH. 1.6.2)..... Y / N
5. Has a Category B FBR been submitted for any changes in EOP due to level D MACHALTS accomplished?  
(Ref b, CH 1.6.2)..... Y / N
6. Has the Engineer Officer appointed an EOSS Coordinator that is independent of the 3-M Coordinator?  
(Ref b, CH.5.4 and Ref d, Tab Q para Q003.c)..... Y / N

SUBSECTION XII-10 ENGINEERING OPERATIONAL SEQUENCING SYSTEM  
(EOSS)

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7. Is the SAU received and installed IAW SAU milestones?  
(Ref c, DEUG/0001/030596 pg 9 of 9)..... Y / N
- E. INDUSTRIAL INTERFACE (Complete in Pre-light Off Visits)
1. Have EOSS books been removed from machinery spaces  
undergoing extensive repair and refurbishment?... Y / N
  2. If an EOSS validation is to be conducted:
    - 1) Is the ship prepared to support the validation  
effort? (Ref d, Tab Q par Q003.a) ..... Y / N
    - 2) Has a cover letter signed by the CO listing the  
changes been prepared for period between  
validation and receipt of hard copies?  
(Ref b, CH. 1.6.1) ..... Y / N
    - 3) Does the ship qualification and continuing  
training programs promptly provide  
watchstanders with training on updated  
procedures? (Ref b, CH 1.6) ..... Y / N
  3. Are SHIPALTS, AER's AND MACHALTS received and  
installed with the necessary EOSS?  
(Ref b, CH 1.6.2)..... Y / N
  4. Has a person been designated to submit the category  
"B" feedback to NSWCCD upon the receipt of EOSS sent  
with MACHALTS? (Ref b, 1.6.2)..... Y / N
  5. CLOSURE NOTES: Trainers should be alert to the need  
for CAT B feedback's throughout the visit. On write-  
up sheet document where feedback's were recommended.  
Work with appropriate ship's force personnel to  
generate thoroughly documented FBRs. Record the  
number of CAT B feedbacks initiated during the visit  
under "Products Provided to the Ship" in the Executive  
Summary.
- F. PRODUCTS:
1. Number of CAT B feedbacks generated: \_\_\_\_\_
  2. Number of CAT A feedbacks generated: \_\_\_\_\_
  3. Total EOSS deficiencies identified: \_\_\_\_\_



SUBSECTION XII-10 ENGINEERING OPERATIONAL SEQUENCING SYSTEM  
(EOSS)

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Remarks: \_\_\_\_\_

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Assessor(s): \_\_\_\_\_

Date: \_\_\_\_\_

ENGINEERING

AFLOAT SELF-ASSESSMENT CHECKSHEETS

SECTION XII ENGINEERING DEPARTMENT

SUBSECTION XII-11 LEGAL RECORDS

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Ref: (a) US Navy Regulations  
(b) OPNAVINST 3120.32C (SORM)  
(c) COMNAVSURFLANTINST/PACINST 3540.22 (EDORM)  
(d) NSTM 079 Vol. 3  
(e) NSTM 090 Rev. 1  
(f) NAVSEA Form 3120/2D Rev. 10-81  
(g) NAVSEA Form 3120/1 (8-85)  
(h) SECNAVINST 5212.5C

A. OVERALL SYSTEMS EVALUATION:

EFFECTIVE\_\_\_\_\_ PARTIALLY EFFECTIVE\_\_\_\_\_ NOT EFFECTIVE\_\_\_\_\_

B. GUIDELINES FOR PROGRAM EVALUATION:

1. EFFECTIVE: Program is working correctly with few deficiencies and is administered by personnel completely familiar with their responsibilities.
2. PARTIALLY EFFECTIVE: Few significant deficiencies, but is meeting the basic goals of the program.
3. NOT EFFECTIVE: Program that has not been properly implemented. A program that has the appropriate directives with shipboard infrastructure in place, but not correctly executed; or a program with numerous significant deficiencies with regards to execution

C. REPRESENTATIVE DEFICIENCIES THAT MAY LEAD TO A NOT EFFECTIVE FINDING:

1. Meaningful and timely reviews not conducted. Unable to reconstruct significant events/logs not useful for watch to watch transfer of information.
2. Records not maintained/retained for required time period.
3. Automatic Bell Log
4. Automated data printout not used when available.
5. Manual records not being maintained during periods of automatic printout failure.

D. PROCEDURE: Evaluate the effectiveness of this program in accordance with references (a) through (h) Key elements include:

1. A complete, factual, and accurate Engineering Log and Bell Book are kept. All required entries from references (a) through (h), ship's directives, standing orders, and any items of use in monitoring and operating the propulsion plant are recorded. Use of meaningless phrases, slang or unapproved abbreviations, is avoided.
  2. A timely and comprehensive review by the chain of command is conducted. Problems and areas requiring additional investigation or correction are acted on promptly.
  3. Logs are filed and maintained onboard for the required length of time.
- E. OVERVIEW: The legal records are a vital part of any Engineering Department. Accurate and factual logs with complete and timely entries can assist in troubleshooting or reconstruction of events and in the transfer of information among watch sections. A properly prepared log is an essential part of the watch turnover and will give the relief a complete picture of plant operating conditions and trends. Entries such as "conducted all routine tests and inspections" are meaningless unless there is a list of such tests and inspections. If the Engineer Officer, vice the last EOW, makes the final close out of "no further entries this page" at the end of the day, the Engineer can provide any necessary and appropriate late entries. Additionally, it is permissible to use a standard form to record equipment in operation at 0001 or out of commission, provided this form is promulgated in the Engineer's Standing Orders, cross referenced from the 0001 entry and attached to the day's engineering log.
- F. ADMINISTRATION:
1. Is the engineering Log data cover sheet complete?  
(NAVSEA Form 3120/2D Rev 10-81, para 3)..... Y / N
  2. Are the engineering Log page numbers completed with the number on the last page of the last day of the month?  
(NAVSEA Form 3120/2D Rev 10-81, para 3a)..... Y / N
  3. Review the Engineering Log heading and equipment status:
    - a. Is the heading completed?  
(NAVSEA Form 3120/2D Rev 10-81, para 4a)..... Y / N

- b. Are main engines in use listed?  
(NAVSEA Form 3120/2D Rev 10-81,  
para 4b (1)) ..... Y / N
- c. Is plant status indicated?  
(NAVSEA Form 3120/2D Rev 10-81,  
para 4b (2)) ..... Y / N
- d. Generators in use and in parallel listed?  
(NAVSEA Form 3120/2D Rev 10-81,  
para 4b (4)) ..... Y / N
- e. Steering engine combination listed?  
(NAVSEA Form 3120/2D Rev 10-81,  
para 4b (5)) ..... Y / N
- f. Days out drydock?  
(NAVSEA Form 3120/2D Rev 10-81,  
para 4.b. (6)) ..... Y / N
- g. Days since last hull cleaning?  
(NAVSEA Form 3120/2D Rev 10-81,  
para 4.b.(8)) ..... Y / N
- h. Draft indicated (inport)?  
(OPNAVINST 3120.32C, para 423b) ..... Y / N
- i. Liquid load (underway)?  
(NAVSEA Form 3120/2D Rev 10-81,  
para 4.b.(9)) ..... Y / N
- j. Equipment out of commission (components which  
affect the overall operation of the ship by  
placing a limitation on performance or  
flexibility)? (NAVSEA Form 3120/2D Rev 10-81,  
para 4.b.(10)) ..... Y / N
- k. Total distance through the water (miles 0000-2400  
from navigator)? (OPNAVINST 3120.32C, para 423a,  
NAVSEA Form 3120/2D Rev 10-81 para 4a.) ..... Y / N
- l. Unused blocks crossed out?  
(NAVSEA Form 3120/2D Rev 10-81, para 4) ..... Y / N
- 4. Does Commanding Officer review and sign the  
Engineering Log title page monthly?  
(NSTM 090-2.17, para 4) ..... Y / N
- 5. Do the Engineer Officer Standing Orders provide  
written guidance for preparation of Engineering Log  
entries which includes standard entries, standard  
terminology, list of approved abbreviations, and list  
of principal auxiliaries? ..... Y / N

6. Are the Engineering Log and Bell Book the original record? (Does evidence indicate log has been rewritten)? (NAVSEA Form 3120/2D Rev 10-81, para 1, NSTM 090-2.15)..... Y / N
7. Are the Engineering Log and Bell Book retained on board for 3 years? (NAVSEA Form 3120/2D Rev para 5, NAVSEA Form 3120/1 (8-85), para 11, NSTM 090-2.16, SECNAVINST 5212.5C III-3-1 3100 (5).Y / N
8. Is the Bell Book heading complete? (NAVSEA Form 3120/1 (8-85), para 5)..... Y / N
9. Are the Engineering Log and Bell Book classification blocks filled in? (NAVSEA Form 3120/2D Rev 10-81, para 2, NAVSEA Form 3120/1 (8-85), para 5g)..... Y / N
10. Is the Bell Book maintained at all times when the propulsion plant is not secured, even when the propeller shafts are not turning? (NSTM 090-2.15)..... Y / N
11. On ship's with automatic bell loggers; Do the manual logs contain statements of when the automatic bell logger was turned on/off? NAVSEA Form 3120/1 (8-85)(9)..... Y / N

## G. OPERATIONS

1. Does the Engineering Log narrative contain the following:
  - a. Complete chronological listing entered by watch of important events pertaining to the propulsion plant and principal auxiliaries? NAVSEA Form 3120/2D Rev 10-81, para (4.e.(2))..... Y / N
  - b. Personnel casualties? (NAVSEA Form 3120/2D Rev 10-81, para 4.e.(2) (a))..... Y / N
  - c. Equipment casualties with appropriate amplifying comments? (NAVSEA Form 3120/2D Rev 10-81, para 4.e.(2) (b))..... Y / N
  - d. Shifting of major equipment? The Engineer Officer Standing Orders should specify what major equipment is to be logged. (NAVSEA Form 3120/2D Rev 10-81, para 4.e.(2) (c))..... Y / N
  - e. Changing to and from maneuvering combinations? (NAVSEA Form 3120/2D Rev 10-81, para 4.e.(2) (d))..... Y / N

- f. Beginning and ending major evolutions (i.e.: GQ, refueling, sea and anchor, etc.)? (NAVSEA Form 3120/2D Rev 10-81, para 4.e.(2)(e)) ..... Y / N
- g. Shifting lube oil strainers? (NAVSEA Form 3120/2D Rev 10-81, para 4.e.(2).(g)) ..... Y / N
- h. Opening and inspecting main engines, generators, and any changes therein? (NAVSEA Form 3120/2D Rev 10-81, para 4.e(2).(h)) ..... Y / N
- i. Disposition and changes in principal auxiliaries which affect main machinery operation? (NAVSEA Form 3120/2D Rev 10-81, para 4.e.(2).(j)) ..... Y / N
- j. Conditions of high heat and humidity? (CNSLINST/PACINST 3540.22, CH 5 Tab C) ..... Y / N
- k. Data to support the receipt and transfer of the liquid load? ..... Y / N
- l. Inspections (including results) conducted by Engineer Officer or his authorized proxy (e.g. close out of MRG)? (CNSLINST/PACINST 3540.22, para 2106.g) ..... Y / N
- m. Results of operational tests, inspections, placing of equipment into or out of commission? ..... Y / N
- n. Are errors properly corrected (single line, initialed and dated)? (NAVSEA Form 3120/2D Rev 10-81, para 4) ..... Y / N
- 2. Are remarks prepared and signed by the EOOW/EDO before being relieved? (NSTM 090-2.17, para 4) ..... Y / N
- 3. Are the logs receiving a meaningful review? Do watch officers review the legal record back to when they last had watch as part of their relief? (NSTM 079-49.3.4.1) (NSTM 079-49.4.3.5) (NSTM 079-49.4.5.8) (OPNAVINST 3120.32C, Art. 413a(3)) ..... Y / N
- 4. Is propeller speed recorded in the Bell Book? (NAVSEA Form 3120/1 (8-85), para 6b) ..... Y / N
- 5. Is ordered RPM recorded in the Bell Book? (NAVSEA Form 3120/1 (8-85), para 6c) ..... Y / N
- 6. Is pitch setting recorded in the Bell Book, if applicable? (NAVSEA Form 3120/1 (8-85), para 6d) ..... Y / N

7. On ships where main propulsion engines are controlled directly from the bridge the bell book need not include engine orders, provided the deck log records such orders. The bell book and deck log shall show the time the control of engines is assumed or relinquished by the bridge. Are such ships in compliance? (OPNAVINST 3120.32C, Art. 424b)..... Y / N
8. On ships where Bell Book entries are recorded through use of electronic bell/data logger, equipment being placed out of commission does not alleviate the ship of the responsibility to maintain a bell book. Should such a casualty occur, a bell book will be established on the Bridge, Central Control, or Engine Room as prescribed by the CO. Have such ships established clear policy and do they comply? (OPNAVINST 3120.32C, Art. 424d)..... Y / N

#### H. LEVEL OF KNOWLEDGE & TRAINING

1. Each watch stander is responsible to ensure the log is maintained in the proper format and that all logged information is accurate. The log should be a chronological list of events. To meet this end all supervisory watch standers must understand the requirement for each log entry made. The EOOW must know that when the main engine lube oil is cloudy a log entry must be made indicating that the lube oil purifier was placed sump to sump and also that purifier efficiency sample must be taken. This is all Level of Knowledge (LOK). Most deficiencies in Legal Records come from the watch supervisor's lack of knowledge as to what should be logged. A review of the NSTM 090 and the Engineer Officer Standing Orders should help in preventing any mistakes.
  - a. Is a bell log maintained when the shaft is jacking over? (NSTM 090 pg. 15 para 090-2.15, MCM-04-99) ..... Y / N
  - b. Is bell book signed by PCCO? (CNSL 3540.22, para 2406.b.4) ..... Y / N
  - c. Is bell book signed by EOOW? (NAVSEA Form 3120/1 (8-85), para 10, NSTM 090-2.14) ..... Y / N
  - d. Are errors corrected properly and initialed by EOOW/PCCO as applicable? (NAVSEA Form 3120/1 (8-85), para 4, NSTM 090 2.14, OPNAVINST 3120.32C para. 420). Y / N

- e. Do watch officers understand the importance of thorough legal record documentation to saving time as information exchange to relieving watch?

(NSTM 079-49.3.4.1) (NSTM 079-49.4.3.5)

(NSTM 079-49.4.5.8) (OPNAVINST 3120.32C)

Art. 413a(3) ..... Y / N

- I. INDUSTRIAL INTERFACE. The importance of maintaining a comprehensive chronological record of events within the Engineering Department is heightened during a maintenance period. It is essential that the logging of equipment status be accurate and that operational tests and inspections be logged, including all pertinent data and who witnessed the test/inspection. The engineer should address the specifics to be logged during industrial periods in his Standing Orders. Furthermore, it is essential that training be conducted prior to entering a maintenance period to review record keeping requirements and routinely during the availability to discuss the results of log reviews. As the availability draws to a close and the testing phase begins, log review, and maintenance becomes key to safe operation of the plant. The Engineering Log is the sole record which contains a complete status of the plant. It is imperative watch officers conduct a comprehensive log review as part of the turnover process, paying particular attention to machinery out of commission and operational tests and inspections recently completed.
1. Does the Engineer's Standing Orders contain specific direction on log keeping requirements during industrial periods? (good engineering practice) . Y / N
  2. Has training been conducted with regard to the logging of tests and inspections prior to and during the availability? ..... Y / N
  3. Does the OOC list in the Engineering Log accurately reflect OOC equipment listed in the Tag Out Log?. Y / N
  4. Is the Bell Book maintained for turning of the shaft? ..... Y / N
  5. If drydocking is to be conducted has NSTM Chapter 997 been reviewed for items to be checked and logged? ..... Y / N



SUBSECTION XII-11    LEGAL RECORDS

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Remarks: \_\_\_\_\_

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Assessor(s): \_\_\_\_\_

Date: \_\_\_\_\_

ENGINEERING

AFLOAT SELF-ASSESSMENT CHECKSHEETS

SECTION XII ENGINEERING DEPARTMENT

SUBSECTION XII-12 OPERATING RECORDS

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Ref: (a) OPNAVINST 3120.32C  
(b) COMNAVSURFLANTINST 3540.22  
(c) NSTM 079, VOL. 3  
(d) NSTM 090 Rev. 1

A. OVERALL PROGRAM EVALUATION

EFFECTIVE \_\_\_\_\_PARTIALLY EFFECTIVE \_\_\_\_\_NOT EFFECTIVE \_\_\_\_\_

GUIDELINES FOR PROGRAM EVALUATION:

1. EFFECTIVE: Program is working correctly with few minor deficiencies and is administered by personnel completely familiar with their responsibilities.
2. PARTIALLY EFFECTIVE: Program has some deficiencies but achieves the basic goals.
3. NOT EFFECTIVE: Program that has not been properly implemented: A program that has the appropriate directives published with shipboard infrastructure in place but not correctly executed: or a program with numerous significant deficiencies with regards to execution

B. REPRESENTATIVE DEFICIENCIES THAT MAY LEAD TO AN NOT EFFECTIVE FINDING:

1. Meaningful and timely reviews not conducted. Unable to reconstruct significant events.
2. Required readings missing or kept inconsistently; watch-to-watch remarks missing.
3. Out-of-limits entries not circled or action taken not explained in watch remarks section.
4. Automated data printout not used when available.
5. Manual logs not kept when automated data logger is inoperative.
6. Readings not recorded during casualty control drills or special evolutions.
7. Reviews not timely, or knowledgeable.
8. Watch standers not signing log in remarks section.

9. Time of lighting-off and securing equipment not entered in remarks section.
  10. Automated data printouts not reviewed hourly by EOOW.
  11. Minimum/maximum values not entered in log forms.
- C. Procedure: Evaluate the effectiveness of this program in accordance with references (a) through (d). Key elements include:
1. Logs are kept on standardized NAVSEA or locally prepared forms with applicable maximum/minimum/normal parameters traceable to official documents. Entries are legible and meaningful.
  2. Trends indicating degradation and out of parameter readings are recognized in a timely fashion and meaningful corrective action is attempted and documented.
  3. A timely and comprehensive review by the chain of command is conducted. Problems and areas requiring additional investigation or correction are acted on promptly.
  4. Logs are filed and maintained onboard for the required length of time.
- D. OVERVIEW:
1. Operating logs ensure the frequent observation of machinery by watchstanders they are vital to the reliable operation of the engineering plant. Properly maintained logs with accurate readings that reflect actual plant conditions assist the operator in the evaluation of equipment and system efficiency. A proper log review and oversight by the watch supervisor (EOOW/PCCO/MCCO) is essential. When the watch is relieved, each space supervisor should review the log back to when he/she was last on watch, paying particular attention to remarks and checking for trends which may lead to equipment failure. The watch supervisor should conduct comparative evaluation of similar equipment in service (e.g. SSTGs in parallel). Each piece of similar equipment should operate in about the same manner. There may be differences due to the condition of the equipment such as operating hours and overhaul condition, but there should not be a great disparity in operating parameters. All noted disparities should be investigated for potential equipment failure.

2. All out of parameter readings recorded must be identified and brought to the watch supervisor's attention. Immediate assessment and corrective action, if possible, must be taken to place the engineering plant in a proper and safe condition. Each out of parameter reading must have a log entry which explains why the parameter was out of tolerance, the corrective action taken, if required, and who was notified. Log entries must be made promptly. Operating logs are predictive maintenance tools if used properly. They are also an information exchange system if properly executed. If properly reviewed operating logs can be used to reduce the number of man-hours required to repair equipment. Operating logs provide "real time" information. Watch Officers and supervisors make this program work.
- E. ADMINISTRATION: Are the following logs/forms available and are logs maintained on these main propulsion and auxiliary equipment: (NSTM 090 Table 90-1)
  - a. Main engine operating record..... Y / N
  - b. Electrical generator records..... Y / N
  - c. Gas Turbine operating records..... Y / N
  - d. MP air compressor..... Y / N
  - e. Distilling plants..... Y / N
  - f. AC/R log..... Y / N
  - g. Sounding and Security..... Y / N
2. Do logs indicate maximum/minimum/normal parameters which are derived from primary references?  
(PPM's, TECHMAN's, SIB and other official documents)  
( NSTM 079 49.3.3.2)..... Y / N
  - a. Do they agree with parameters in PMS and EOSS?..... Y / N
  - b. If not, have feedback's been submitted?..... Y / N
3. Are logs reviewed daily and signed by the Division Officer/MPA? (NSTM 090 2-18)..... Y / N
4. Does the Engineer Officer review logs daily?  
(NSTM 090-2.18)..... Y / N
5. Are logs retained onboard for 6 month or IAW PMS.  
(COMNAVSURFLANT 3540.22, Tab L, L003)..... Y / N

6. Where Expert Diagnostics System has been installed, are logs formatted so as to record the desired information and efficiently feed data entry? (ICAS/ISCS)..... Y / N

F. OPERATIONS

1. Each log must contain sufficient information to ascertain that equipment is operating correctly so trends may be identified and a history of significant events may be reconstructed, if necessary. All logs must record enough equipment readings to ensure proper operation in accordance with manufacturers technical manuals. The log must also have a remarks section for operator and watch supervisor comment. These comments are important in that they give the next watchstander insight into the plant condition and amplify the readings which were taken. Each reading which is out of limits should have a comment stating the reason and any corrective action taken. It is imperative oncoming watch officers and supervisors review the space logs back to the last watch they stood. A properly completed comments section with accurate accounts of the plant evolutions and condition will give the on coming watchstander a comprehensive overview of plant operations.
2. The Expert Diagnostic System has been implemented for many systems and pieces of equipment. Use of this tool makes the need to maintain and use operating logs as a predictive maintenance tool more important than has previously been the case.
  - a. Are out of parameter readings circled, properly explained, and meaningful corrective action listed in the comments section?  
(NSTM 079 49.3.3.3, CNSL 3540.22 L003b..... Y / N
  - b. Are logs monitored for trends and is comparative engineering conducted when appropriate?..... Y / N
  - c. Are readings recorded during casualty control drills, general quarters or other special evolutions?  
(NSTM 079-49.3.4.3, CNSL 3540.22L003e.)..... Y / N
  - d. Does the EOWW review logs periodically? EOWW should initial log and note time of review.  
(NSTM 079 49.4.5.7)..... Y / N

## SUBSECTION XII-12 OPERATING RECORDS

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- e. Does the watch supervisor review logs hourly and sign the logs at the end of watch?  
(CNSL 3540.22 2203b.(5), 2303b.(5), 2403b.(5),  
NSTM 079 49.3.4.4.1) (ECCO/PCCO)..... Y / N
- f. Does watch relief enter time relieved and by whom in remarks section and signature?  
(CNSL 3540.22L003.)..... Y / N
- g. Are corrections made properly and no erasures used? (single line out, no write overs)  
(NSTM 079-49.3.4.5.1)..... Y / N
- h. Do supervisors review logs back to when last on watch? (NSTM 079-49.4.3.5)  
(OPNAVINST 3120.32C, art 413a(3))..... Y / N
- i. Are automated data logs reviewed hourly by the space supervisor?..... Y / N
- j. Is the ship using the Expert Diagnostics System to evaluate data recorded operating logs to establish trends, trouble shoot and predict maintenance? ..... Y / N

### G. LEVEL OF KNOWLEDGE AND TRAINING

- 1. Do the Engineer Officer Standing Orders address maintenance of operating records and is training conducted on this guidance?(Standing order required if interval of readings exceeds 1 hour)..... Y / N
- 2. Where Expert Diagnostics Systems are installed, are watchstanders, during qualification boards, required to compare their assessment of sample logs with that of the Expert Diagnostics System? (Recommendation)Y / N
- 3. Do watch supervisors understand the importance of well maintained operating records as predictive maintenance aids and for facilitating information exchange?  
(NSTM 079-49.3.4.1)  
(NSTM 079-49.4.3.5)..... Y / N

### H. Industrial Interface

## SUBSECTION XII-12 OPERATING RECORDS

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During maintenance availability's when equipment is idle or in IEM there is little need to maintain logs, the exception being the auxiliary machinery necessary for habitability. This is the ideal time to review all operating logs for accuracy of pre-printed maximums, minimums and normal operating values and as well as update the logs for any alterations which may be installed. The use of the technical references such as NSTM and equipment technical manuals provide a solid foundation on which to validate min/max readings.

1. Have all operating log pre-printed values been reviewed for accuracy?..... Y / N
2. Is newly installed equipment added to the appropriate operating log?..... Y / N

### I. PROCEDURE

1. In addition to the above general concern provide specific log comments for the following logs on the program write up page.

a. Main Engine Operating Record:

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b. Electrical Generator Record:

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c. MP Air Compressor:

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d. Distilling Plants:

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SUBSECTION XII-12 OPERATING RECORDS

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e. AC/R Logs:

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f. Sounding and Security:

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Remarks: 

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Assessor(s): 

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Date: 

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ENGINEERING

AFLOAT SELF-ASSESSMENT CHECKSHEETS

SECTION XII ENGINEERING DEPARTMENT

SUBSECTION XII-13 TAG-OUT PROGRAM

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Ref: (a) OPNAVINST 3120.32C (Chapter 6, Section 630.17)  
(b) COMNAVSURFLANTINST/PACINST 3540.22  
(c) NSTM (505) Rev 1  
(d) COMNAVSURFLANTINST 5100.4A  
(e) OPNAVINST 5100.19C  
(f) NSTM (300) Rev 4  
(g) 3-M PQS (NAVEDTRA 43241-G)  
(h) CINCLANT/CINCPACFLTINST 4790.3 (VOL 4)

OVERALL SYSTEMS EVALUATION:

EFFECTIVE\_\_\_\_\_ PARTIALLY EFFECTIVE\_\_\_\_\_ NOT EFFECTIVE\_\_\_\_\_

A. GUIDELINES FOR PROGRAM EVALUATION:

1. EFFECTIVE: Program is working correctly with few minor deficiencies and is administered by personnel completely familiar with their responsibilities.
2. PARTIALLY EFFECTIVE: Few significant deficiencies, but is meeting the basic goals of the program.
3. NOT EFFECTIVE: Program has not been properly implemented: a program that has the appropriate directives published with shipboard infrastructure in place, but not correctly executed or a program with numerous significant deficiencies with regards to execution.

B. Representative deficiencies that may lead to a NOT EFFECTIVE finding.

1. Deliberate violations of tag-outs in effect.
2. Instrument log not in use or ineffective. Labels inappropriately attached.
3. Audits not conducted and or improperly completed. (Supervisory personnel not conducting audits. Engineer Officer not aware of results of recent audits.)
4. Major variances between the index and individual record sheet.

## COMBAT SYSTEMS

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

## APPENDIX D MCS

## SUBSECTION D-1 INTELLIGENCE

(ADMINISTRATION)

## A. GENERAL ADMINISTRATION AND MANNING.

1. Are the current duties, responsibilities, authority & organizational relationships of intelligence personnel onboard set forth in writing?..... Y / N
  - a. Ship's Intel Off: \_\_\_\_\_PRD:\_\_\_\_\_
  - b. JIC LCPO: \_\_\_\_\_PRD:\_\_\_\_\_
2. Are all intelligence personnel included on the Watch Quarter Station Bill? (OPNAVINST 3120.32 Series)..... Y / N
3. Is the Watch Quarter and Station Bill conspicuously posted and up-to-date? (OPNAVINST 3120.32 Series) ..... Y / N
4. Are the following assignments made on the division's Watch Quarter and Station Bill? (OPNAVINST 3120.32 Series )
  - a. CONDITION I ..... Y / N
  - b. CONDITION III..... Y / N
  - c. Abandon Ship ..... Y / N
  - d. Man Overboard ..... Y / N
5. Is an up-to-date Foreign Language Interpreter list maintained? ..... Y / N
6. Has a Plan of Action and Milestones (POA & M) been established for AFLOAT SELF-ASSESSMENT? (NCITTP)..... Y / N
7. Have all expected intelligence personnel losses been planned for including reliefs for key players and required training? (NCITTP)..... Y / N
8. Is there an Intelligence oversight program established?..... Y / N
9. Is there an up-to-date Division Officer record maintained for divisional personnel?..... Y / N

- 
10. Is the current JIC manning equal to or greater than the NMPC total? (OPNAV 1000/2)..... Y / N
11. Is the Enlisted Distribution Verification Report (EDVR) correct; if not, has action been initiated to correct it? (NAVPERSMILCOMINST 1080.1)..... Y / N
- B. PUBLICATIONS/MESSAGE TRAFFIC GENERAL
1. Are all publications listed on the Basic Allowance List (BAL) for Intelligence Publications onboard? (COMNAVSURFLANT 3800 dtd 22 JUL 94)..... Y / N
2. Have all classified documents been physically sighted during turnover and/or annual inventory? (OPNAVINST 5510.1 series)..... Y / N
3. Are personnel aware of the procedures for ordering required publications? ..... Y / N
4. Naval Intelligence Publications Register (NIPR) is onboard and Current? Date:\_\_\_\_\_..... Y / N
5. Are the following critical publications up-to-date and readily available?
- a. Fleet Intelligence Collection Manual (FICM) (dtd 01 OCT 94)..... Y / N
- b. NWP 10-1-12 (REV C.) Maritime Reporting System (Change 1)..... Y / N
- c. NWP 12-5-1 Tactical Action Officers Handbook. Y / N
- d. OPNAVINST 3100.6/COMDTINST 3100.3(series) (Incident Reporting, OPREP 3, Procedures).... Y / N
- e. COMNAVSURFLANT Shipboard Intelligence Officer (SIO) Handbook..... Y / N
- f. Annex B of CINCLANTFLT OPORD 2000 (Intelligence)..... Y / N
- g. CINCLANTFLT/CINCPACFLT STAFFINST S3057.1 dtd SEP 93, Threat Training Manual..... Y / N
6. Is there a system in place to ensure intelligence publications and messages are routed to the appropriate personnel in a timely manner?..... Y / N
7. Is there an adequate filing system for nonperishable/perishable message traffic?..... Y / N

8. Is perishable message traffic retained for reading and periodically purged?..... Y / N
9. Are all current COLOP messages on file?..... Y / N
10. Are all current incoming/outgoing IIR's kept on file?..... Y / N

## C. SECURITY

1. Are security access listings posted?..... Y / N
2. Are entry doors properly marked?..... Y / N
3. Is the electronic cipher lock operational?..... Y / N
4. Is the intruder alarm(s) operational?..... Y / N
5. Are personnel properly trained and qualified to respond to:
  - a. Intruder alarms..... Y / N
  - b. Attempted forcible entry..... Y / N
6. Are there written guidelines on how to respond to the above?..... Y / N
7. Have sanitation procedures for JIC space been established for visits by uncleared personnel?... Y / N
8. Has an emergency destruction plan been established?..... Y / N
  - a. Is the plan included in the command EAP?..... Y / N
  - b. Have destruction priorities been assigned?... Y / N
  - c. Do all personnel understand their emergency destruction duties?..... Y / N
9. Is there a current SOP for JIC sentry watches?... Y / N

Remarks:

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Assessor(s) \_\_\_\_\_

Date: \_\_\_\_\_

## COMBAT SYSTEMS

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

## APPENDIX D MCS

## SUBSECTION D-2 METEOROLOGY &amp; OCEANOGRAPHY (ADMINISTRATION)

## MANNING

## NOTE

The following references pertain to these checks:

- Navy Enlisted Manpower and Personnel Classifications and Occupational Standards Manual, NAVPERS 18068
  - Ship Manpower Document (SMD) for Ship Class, OPNAV 5320 Series.
1. Were the current duties, responsibilities, authority and organizational relationships of personnel within the division set forth in written form?..... Y / N
  2. Were assignments IAW Ship's Manning Document and/or applicable NWP Tactical Doctrine?..... Y / N
  3. Were sufficient personnel assigned:

BA	NMP	ONBRD
AGCM _____	_____	_____
AGCS _____	_____	_____
AGC _____	_____	_____
AG1 _____	_____	_____
AG2 _____	_____	_____
AG3 _____	_____	_____
AGSN _____	_____	_____
NEC _____	_____	_____
NEC _____	_____	_____

## 4. Watch, Quarter and Station Bill

- a. Posted and current personnel assigned by billet or NEC?..... Y / N
- b. Up-to-date? ..... Y / N
- c. Available to AG team?..... Y / N
- d. Condition III manning?..... Y / N

- e. Condition I manning?..... Y / N
5. Are primary and collateral duties rotated as much as possible to provide maximum cross-training?... Y / N
6. Have SOPs been established covering all divisional tasks, forecasts and routine, non-routine and emergency procedures? ..... Y / N

## B. GENERAL

1. Is a turnover file/organizational manual maintained covering data and supply sources, divisional functions and procedures, and other key information?..... Y / N
2. Are division personnel aware of the support available from the local NAVOCEANCOM activity and procedures for requesting support or products needed? ..... Y / N
3. Have division personnel visited the local NAVOCEANCOM activity for a familiarization tour? Y / N
4. Have NAVOCEANCOM ship liaison personnel visited the ship or held a METOC symposium you attended in the last year?..... Y / N
5. Is a quality control program used for surface, upper air and bathythermograph observations?.... Y / N
6. Is a forecast verification program used for all forecasts issued on a routine basis?..... Y / N
7. Are safety precautions posted for all equipment and is an electrical safety equipment board available?..... Y / N
8. Are procedures for ordering weather related charts, forms and publications understood and utilized?..... Y / N
9. Is at least a 90 day supply of the following on board?
- a. Radiosondes..... Y / N
- b. Balloons (upper air and ceiling)..... Y / N
- c. Helium..... Y / N
- d. Expendable bathythermographs ..... Y / N
- e. Plotting/briefing/work charts ..... Y / N
- f. Paper for Satellite recorder..... Y / N
- g. Paper for Facsimile recorder..... Y / N

- h. Paper for teletype and computer printers..... Y / N
10. Does the supply petty officer maintain an accurate inventory of consumables and ensure oldest supplies are used first?..... Y / N
11. Have there been problems ordering or acquiring supplies that remain unresolved at this time?... Y / N

## C. PUBLICATIONS

1. Are the following publications onboard, up-to-date, and available?
- a. ATP-10 SEARCH AND RESCUE..... Y / N
- b. ATP-17 NAVAL ARCTIC MANUAL..... Y / N
- c. ATP-28 ALLIED ANTISUBMARINE WARFARE MANUAL... Y / N
- d. ATP-32 NATO HANDBOOK OF MILITARY  
OCEANOGRAPHIC INFORMATION AND SERVICES..... Y / N
- e. ATP-45 REPORTING NUCLEAR DETONATIONS,  
BIOLOGICAL AND CHEMICAL ATTACKS, AND  
PREDICTING AND WARNING OF ASSOCIATED HAZARDS  
AND HAZARD AREAS..... Y / N
- f. AWP-1 ALLIED NAVAL AND MARITIME AIR  
METEOROLOGICAL PROCEDURES AND SERVICES..... Y / N
- g. AWS-52 WEATHER COMMUNICATIONS POLICIES AND  
PROCEDURES..... Y / N
- 1) Volume I..... Y / N
- 2) Volume II..... Y / N
- 3) Volume III..... Y / N
- h. AWS-105-52 VOL-1 FACSIMILE PRODUCTS CATALOG.. Y / N
- i. CINCLANTFLT OPORDER 2000 ANNEX H..... Y / N
- j. COLD WEATHER HANDBOOK FOR SURFACE SHIPS..... Y / N
- k. COMSECFLT OPORDER 2000 ANNEX H..... Y / N
- l. COMSIXTHFLT OPORDER 2000 ANNEX H..... Y / N
- m. COMNAVSURFLANT 3840.1( ) JOINT SURF MANUAL... Y / N
- n. COMNAVSURFLANT 3140.2( ) TROPICAL CYCLONE  
EVASION HB ..... Y / N
- o. COMNAVSURFPAC/COMNAVSURFLANT 3140.3A Y / N
- p. FLENUMOCEANCENINST 3140.3( ) APR USERS  
MANUAL, Nov 88 ..... Y / N

q.	FLENUMOCEANCENINST 3145.2 NUMERICAL ENVIRONMENTAL PRODUCTS MANUAL .....	Y / N
	1) Volume I .....	Y / N
	2) Volume II .....	Y / N
r.	GEOPHYSICS LABORATORY AIR FORCE SYSTEMS COMMAND, MARK III EO TACTICAL DECISION AIDS FOR MICROCOMPUTERS USERS MANUAL .....	Y / N
s.	JANE'S FIGHTING SHIPS or COMBAT FLEETS OF THE WORL .....	Y / N
t.	NAVOCEANCOMINST C2300.2( ) U.S. NAVY FLEET BROADCASTS CARRYING OCEANOGRAPHIC DATA .....	Y / N
u.	NAVOCEANCOMINST 13950.1( ) U.S. NAVY METEOROLOGICAL AND OCEANOGRAPHIC EQUIPMENT PROGRAM SUPPORT MANUAL .....	Y / N
v.	NAVOCEANCOMINST 3046.1( ) METEOROLOGICAL EQUIPMENT CASUALTY REPORTING (METREP) .....	Y / N
w.	NAVOCEANCOMINST 3140.1( ) U.S. NAVY METEOROLOGICAL AND OCEANOGRAPHIC SUPPORT MANUAL .....	Y / N
x.	NAVOCEANCOMINST C3140.22 ENVIRONMENTAL TACTICAL SUPPORT PRODUCTS MANUAL .....	Y / N
y.	NAVOCEANCOMINST OCEANOGRAPHIC POST DEPLOYMENT REPORTS .....	Y / N
z.	NAVOCEANCOMINST 3146.1( ) ENVIRONMENTAL FACSIMILE RECORDER SUPPORT MANUAL .....	Y / N
aa.	NAVOCEANCOMINST 3144.1( ) MANUAL FOR SHIPS SURFACE WEATHER OBSERVATIONS .....	Y / N
bb.	NAVOCEANO PUB RP-21 GUIDE TO COMMON EXPENDABLE RECORDING MALFUNCTIONS .....	Y / N
cc.	NAVOCEANO PUB RP-25 TACTICAL USE OF DBL SOUND CHANNELS .....	Y / N
dd.	NAVOCEANO PUB RP-26 TACTICAL USE OF STRONG OCEAN FRONTS .....	Y / N
ee.	NAVOCEANO PUB RP-28 MAD TACTICAL USE OF MOE CHARTS .....	Y / N
ff.	NAVOCEANO PUB RP-33 FLEET OCEANOGRAPHIC AND ACOUSTIC REFERENCE MANUAL .....	Y / N
gg.	NAVOCEANO PUB SP-140 SUBMARINE SONAR ENVIRONMENTAL MANUAL .....	Y / N



hh.	NAVOCEANO PUB SP-221 THE ACOUSTIC ENVIRONMENT AND USW TACTICAL DECISION MAKING	Y / N
ii.	NAVOCEANO PUB SP-3160 ENVIRONMENTAL GUIDES...	Y / N
1)	SP 3160-GIN GREENLAND-ICELAND-NORWAY OPERATIONAL AREA 148PP. AD C038 803 .....	Y / N
2)	SP 3160-IN1, ARABIAN SEA 100PP. AD C024 104 .....	Y / N
3)	SP 3160-IN2, INDIAN OCEAN AREA. 135PP. AD 035 827 .....	Y / N
4)	SP 3160-IN4, INDIAN OCEAN AREA. 109PP. AD C035 662 .....	Y / N
5)	SR 3160-NA5, NORTH ATLANTIC AREA. 140PP. AD C040 175 .....	Y / N
6)	SR 3160-NA6, NORTH ATLANTIC AREA. 183PP. AD C037 556 .....	Y / N
7)	SR 3160-NA7, NORTH ATLANTIC AREA. 159PP. AD C047 227L .....	Y / N
8)	SR 3160-NA8, MEDITERRANEAN SEA 159PP. AD C023 436 .....	Y / N
9)	SR 3160-NA9, NORTH ATLANTIC AREA. 171PP..	Y / N
jj.	NAVOCEANO TRAINING MANUALS TM 04-92 AND TM 05-92 (CWOSM PART I & II) .....	Y / N
kk.	NAVAIR 00-35QL-22 ALLOWANCE LIST METEOROLOGICAL EQUIPMENT FOR NAVY UNITS, SECTION "L" .....	Y / N
ll.	NAVAL TACTICAL APPLICATIONS GUIDES.....	Y / N
mm.	NOSC TD 1195 SELECTED ELECTROMAGNETIC SYSTEM PARAMETERS FOR USE IN TESS .....	Y / N
nn.	NOSC 1369 EFFECTIVE USE OF ELECTROMAGNETIC PRODUCTS OF TESS AND IREPS .....	Y / N
oo.	NOSC 1874 INTEGRATED REFRACTIVE EFFECTS PREDICTION SYSTEM (IREPS) USERS MANUAL .....	Y / N
pp.	NWP 10-1 COMPOSITE WARFARE COMMANDER'S MANUAL .....	Y / N
qq.	NWP 10-2 STRIKE OPERATIONS AGAINST LAND TARGETS .....	Y / N
rr.	NWP 10-3 BATTLE GROUP ANTI-SUBMARINE TACTICS	Y / N

ss. NWP 12-2 TACTICAL THREAT TO NAVAL SURFACE FORCES .....	Y / N
tt. NWP 12-5 TACTICAL ACTION OFFICER HANDBOOK...	Y / N
uu. NWP 16 PASSIVE ACOUSTIC CLASSIFICATION MANUAL .....	Y / N
vv. NWP 19-1 NAVY SEARCH AND RESCUE MANUAL.....	Y / N
ww. NWP 22 DOCTRINE FOR AMPHIBIOUS OPERATIONS...	Y / N
xx. NWP 23 IUSS COORDINATED PROCEDURES.....	Y / N
yy. NWP 27 MINE COUNTERMEASURES PLANNING AND PROCEDURES .....	Y / N
zz. NWP 32 ANTI-AIR WARFARE.....	Y / N
aaa. NWP 61 SURFACE SHIP USW TACTICS.....	Y / N
bbb. NWP 61-1 ACTIVE AND PASSIVE SONAR SYSTEMS AND TACTICS .....	Y / N
ccc. NWP 61-3 SURFACE SHIPS ACOUSTIC PREDICTION SYSTEMS AND TACTICS .....	Y / N
ddd. NWP 62-2 SURFACE SHIP TOMAHAWK MISSILE SYSTEM AND TACTICS .....	Y / N
eee. NWP 64-2 SURFACE SHIP HARPOON MISSILE SYSTEM AND TACTICS .....	Y / N
fff. NWP 76-2 SUBMARINE ACOUSTIC DATA.....	Y / N
ggg. OPNAVINST 3141.1 COLLECTION AND REPORTING OF BATHYTHERMOGRAPH OBSERVATIONS .....	Y / N
hhh. NAVOCEANO SP-35 GLOSSARY OF OCEANOGRAPHIC TERMS .....	Y / N
iii. SSMO/PUBS OR CD ROM.....	Y / N
jjj. TACTICAL ENVIRONMENTAL SUPPORT SYSTEM (TESS) USERS GUIDE .....	Y / N
kkk. TR 82-03 TYPHOON/HURRICANE HAVENS HANDBOOK.	Y / N
lll. U.S. NAVY MARINE CLIMATIC ATLASESY.....	Y / N
mmm. WORLDWIDE MARINE WEATHER BROADCAST MANUAL..	Y / N

Remarks: \_\_\_\_\_

Assessor(s): \_\_\_\_\_

Date: \_\_\_\_\_

REV January 11, 2001

COMBAT SYSTEMS

AFLOAT SELF-ASSESSMENT CHECKSHEETS

APPENDIX D MCS

SUBSECTION D-3 INTELLIGENCE

(TRAINING)

A. INTELLIGENCE SCHOOLS

1. JIC INTELLIGENCE OFFICER (IO) (1630)

a. Enroute/Mandatory

- 1) Fleet Tactical Training Course, J-2G-3009, (TTGL - 3 weeks) ..... Y / N
- 2) Afloat Intelligence Systems Managers Overview, J-3A-1951, (NMITC - 1 week) ... Y / N
- 3) NTCS-A Intelligence Center Manager, J-150-2957, (NMITC 2 - weeks, TBA) ..... Y / N
- 4) Battle Group/Amphibious Ready Group Intel Course, J-3A-0952, (NMITC 2 - weeks) .... Y / N
- 5) Expeditionary Warfare Intelligence Course, J-150-2966, (NMITC 3 - weeks) ... Y / N

b. Recommended

- 1) Pre-Deployment Briefs ..... Y / N
- 2) SSO Admin, J-243-0984, NMITC - 1 week) ... Y / N
- 3) TAMPs (RAGS/NMITC) ..... Y / N

2. Intelligence Specialist (IS)

a. Enroute/Mandatory

- 1) NTCS-A Strike Planning Applications Course, J-150-0987 (NMITC - 7 weeks) 7 Iss ..... Y / N
- 2) NTCS-A OPINTEL Systems (SUPPLOT), J-150-0962, (NMITC 5 - weeks) 3 Iss ..... Y / N
- 3) NTCS-A IDB Analyst, J-150-2956, (NMITC - 6 weeks) 3 Iss ..... Y / N
- 4) Imagery Interpretation "C" School, J-242-0993, NMITC - 15 weeks) 2 Iss ..... Y / N
- 5) Intelligence Photography Course, K-243-0974 (1 week) 2 Iss ..... Y / N

B. TRAINING EXERCISES.

a.	INT-1-SF(RP)	Intelligence Reporting.....	Y / N
b.	INT-2-SF(RP)	Intelligence Information Reports (IIR) .....	Y / N
c.	INT-1-SF(OP)	OPINTEL DATA COLLATE .....	Y / N
d.	INT-2-SF(OP)	OPINTEL Plot & Brief.....	Y / N
e.	INT-5-SF (IS)	Intelligence Library.....	Y / N
f.	INT-1-SF(MS)	Sighting Team.....	Y / N

1. Is the Ship's Intel Officer or IS assigned as a CSTT member? ..... Y / N
2. Is the ship's JIC involved with Scenario development for Combat Systems Training Exercises?..... Y / N
3. Is intelligence training/evaluation conducted during CSTT exercises?..... Y / N

Date:

## COMBAT SYSTEMS

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

## APPENDIX D MCS

## SUBSECTION D-4 METEOROLOGY AND OCEANOGRAPHY (TRAINING)

- A. Is an effective training program in place, including both short and long range training schedules and documentation that training was actually completed?. Y / N
- B. Are individual training records maintained for all personnel documenting all training and qualifications?..... Y / N
- C. Are lesson plan outlines and/or prepared lesson plans available covering the following areas?
1. Weather and Oceanographic observations..... Y / N
  2. Surface weather forecasting..... Y / N
  3. Flight Forecasting..... Y / N
  4. Upper Air observation procedures/techniques..... Y / N
  5. Wave, Swell and Surf Forecasting..... Y / N
  6. TESS Operations..... Y / N
  7. Satellite data reception and Analysis..... Y / N
  8. Search And Rescue Procedures..... Y / N
  9. Communications Procedures and Contingencies..... Y / N
  10. Radar for Weather Interpretation..... Y / N
  11. Electrical/Electronics Safety Procedures..... Y / N
  12. Mission and Battle Organization..... Y / N
  13. Tactical Environmental Support for:
    - a. AW ..... Y / N
    - b. AMW ..... Y / N
    - c. USW..... Y / N
    - d. STW..... Y / N
    - e. SUW..... Y / N
    - f. MIW..... Y / N
    - g. SEW..... Y / N
    - h. SPECWAR..... Y / N

D. Have personnel attended the following courses of instruction?

DO CPO 7412  
7418

1. Tactical USW Environment for..... Y/N Y/N Y/N Y/N  
AG/1800 K-130-1096
  2. Composite Warfare ..... Y/N Y/N Y/N Y/N  
Oceanographic Support Module  
(CWOSM) S-5A-0010
  3. Tactical Oceanography..... Y/N Y/N Y/N Y/N  
Workshop K-2G-1146
- E. Are all observers and forecasters assigned on the watchbill qualified and certified?..... Y / N
- F. Are there significant cases of personnel not making meaningful progress to qualify in their watchstations?..... Y / N
- G. Is the PQS program up to date and integrated into the division's training program?..... Y / N
- H. Are all personnel DC/3M qualified IAW ship's policy? Y / N
- I. Do service record page four entries reflect all watch station completions?..... Y / N
- J. Are training materials readily available to all hands? ..... Y / N

Remarks: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

#### SERVICE RECORD

#### PQS SPOT CHECK DATA SHEET

Division: \_\_\_\_\_

Name	Rate	Watch Station	NET#	WS	Pg 4
_____	_____	_____	_____	_____	_____ Y/N
CSTT / SERT	_____	_____	_____	_____	_____ Y/N
_____	_____	_____	_____	_____	_____ Y/N
_____	_____	_____	_____	_____	_____ Y/N

_____	_____	_____	_____	_____	_____ Y/N
CSTT / SERT	_____	_____	_____	_____	_____ Y/N
_____	_____	_____	_____	_____	_____ Y/N
_____	_____	_____	_____	_____	_____ Y/N

CSTT / SERT \_\_\_\_\_ Y/N

\_\_\_\_\_ Y/N

\_\_\_\_\_ Y/N

CSTT / SERT \_\_\_\_\_ Y/N

\_\_\_\_\_ Y/N

\_\_\_\_\_ Y/N

CSTT / SERT \_\_\_\_\_ Y/N

\_\_\_\_\_ Y/N

REMARKS: \_\_\_\_\_

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Assessor(s): \_\_\_\_\_

Date \_\_\_\_\_

## COMBAT SYSTEMS

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

## APPENDIX D MCS

## SUBSECTION D-5 Mk 31 ROLLING AIR FRAME MISSILE (RAM)

## A. GENERAL SAFETY REQUIREMENTS

1. Are the following required SAFETY PRECAUTIONS properly posted: OPNAVINST 5100.19 Series (VOL 1 and 2)
  - a. CPR? ..... Y / N
  - b. Electrical? ..... Y / N
  - c. Electronic? ..... Y / N
  - d. Toxic Gases? ..... Y / N
  - e. Danger Ammo Far side? ..... Y / N
  - f. Train Warning Circle ..... Y / N
  - g. Danger High Voltage ..... Y / N
  - h. Are multiple power source plates still valid?  
(LSCU has 440, 115,and ship's reference)  
(LSMU has 115, 200/115 heater power, and  
relay logic power supplies) ..... Y / N
  - i. Missile Strike-Down Area marked off (An area  
where the TRI-pack container is to be placed  
is marked off and stenciled, "**Stand Clear  
Missile Strike-Down Area**". (This serves as  
a reference for the proper positioning on  
the aft launcher) ..... Y / N
2. Are required SAFETY DEVICES available, operable  
and in good condition? (Items 1-5: required  
minimum of one per each space containing  
electrical electronic equipment)  
(NAVSEA 0967-LP-000-0100, NAVSEA OP 4154,  
OD 56170, FXP 2, SW300-SC-SAF-010)
  - a. Rubber Matting ..... Y / N
  - b. Shorting Probe ..... Y / N
  - c. Leather shells for rubber gloves ..... Y / N
  - d. Rubber Gloves (minimum 7.5KV)..... Y / N
  - e. C02 bottle ..... Y / N



- f. Safety Harness..... Y / N
- g. CBR suit (1 per person on reload/misfire team)..... Y / N
- h. Heavy work gloves (1 per person on reload/misfire team)..... Y / N
- i. ESD wrist straps ..... Y / N
- j. Anti-static SEM boxes (for transporting MAMs or repair SEMs)..... Y / N

## B. GENERAL EQUIPMENT REQUIREMENTS

1. Are automate connector covers available for the launcher cells, GMRPs, and launcher cell covers (fore and aft)?..... Y / N
2. Check the elevation and train drive gears for proper lubrication. (MIP 7211, MRC S-1, S-2) ... Y / N
3. Check for availability and material condition of the loading grounding straps ..... Y / N
4. Amber lights available and working properly to illuminate the mount for night loading?..... Y / N
5. Are traffic and working/ammo handling areas non-skid covered? ..... Y / N
6. Required OPERATING INSTRUCTIONS properly posted? (NAVSEA OP 3347 or OP 4) ..... Y / N
7. EMCON CONDITION card posted? (NAVSEA 10-1-40) ... Y / N
8. Is LED check satisfactory? (MIP 7211, MRC M-4) .. Y / N
9. MATERIAL CONDITION satisfactory? (NAVSEA OP 4154) (i.e., knobs, switches, covers, securing screws, corrosion, gaskets, connectors, etc.) ... Y / N
10. Operations of Weapons Elevators, J-Bar davits, Pneumatic drives, etc. satisfactory?..... Y / N
11. Spaces clean and free of missile and fire hazards? (NAVSEA OP 3347) ..... Y / N
12. Operators and loaders qualified IAW current ship's qualification/certification program?..... Y / N
13. Check the ability of manual (handcrank) drive in train and elevation. Satisfactory? ..... Y / N
14. DSLC operations satisfactory? ..... Y / N
15. Is the desiccant on the LSMU BLUE? (Next to the SAFE/ARM keyswitch: MIP 7211, MRC M-4) ..... Y / N

16. Are sound powered phone circuits satisfactory?... Y / N

17. Was the proper amount and type of Peculiar  
Support Equipment (PSE) onboard? ..... Y / N

C. RAM EQUIPMENT CHECKS

1. Perform system operability test and FITS.

(MIP 7211, MRC's D-1R & M-5R)

a. Launcher 1 Satisfactory? ..... Y / N

b. Launcher 2 Satisfactory?..... Y / N

2. Perform satisfactory Synchro Alignment SOT?

(MIP 7211, MRC Q-2) (The launcher could be as  
far as 20° out of alignment and the system will  
not RTOT. Baseline should be in the C/S Smooth  
Log.) ..... Y / N

3. Perform satisfactory Gyro Transmission Test?

(MIP 7211, MRC R-9) ..... Y / N

4. With RAM in **Training Condition** and TAS in  
**Training Mode**, verify that the following RAM/TAS  
(CDS) Interface is working:

a. RAM: Manual (Casualty) Designation  
satisfactory? ..... Y / N

b. RAM: Semi-Auto Engagement satisfactory? ..... Y / N

c. RAM: Auto Engagement satisfactory? ..... Y / N

5. Check launcher NP/NF zones.

(Ref: MIP 7211, MRCs M-3 & A-5R)

a. Launcher 1

1) Do they compare with baseline data in the  
RAM Smooth Log? ..... Y / N

b. Launcher 2

1) Do they compare with baseline data in the  
RAM Smooth Log? ..... Y / N

6. Are MISFIRE PROCEDURES (MIP 7211, MRC R-7)  
readily available at the following locations?

a. WCPs ..... Y / N

b. TAS Console ..... Y / N

7. NP/NF Zones posted at the WCPs? ..... Y / N

8. Is the current Advisory/NEWSLETTER available?.... Y / N

9. LSMU (SAFE/ARM) key custody issue ..... Y / N

a. Load/Download Tool .....	Y / N
b. Chain Hoist .....	Y / N
c. Ammo Hoist/Elevator.....	Y / N
d. J-Bar Davit .....	Y / N
e. Mk-109 Sling or Appropriate Sling.....	Y / N
f. HLU-216/E Weapon Cradle Hoisting Beam .....	Y / N

a. Launcher 1 \_\_\_\_\_

b. Launcher 2 \_\_\_\_\_

[illegible]

Date: \_\_\_\_\_

## COMBAT SYSTEMS

## AFLOAT SELF-ASSESSMENT CHECKSHEETS

## APPENDIX D MCS

## SUBSECTION D-6 METEOROLOGY AND OCEANOGRAPHY (EQUIPMENT)

- A. Is the following equipment onboard and operational?
1. Electric psychrometer, spare batteries, lamps.... Y / N
  2. Sling psychrometer, spare wicks ..... Y / N
  3. Psychometric computer ..... Y / N
  4. Hand held anemometer (PMQ-3) ..... Y / N
  5. True wind computer ..... Y / N
  6. Currently calibrated Aneroid barometer ..... Y / N
  7. Pressure and density altitude computers..... Y / N
  8. Ceiling light and Clinometer..... Y / N
  9. Replacements or spare parts for all above ..... Y / N
- B. Are ship's aerovanes in calibration and operable? ... Y / N
- C. Is the weather facsimile fully operational? ..... Y / N
- D. Is there a backup facsimile receiver/recorder? ..... Y / N
- E. Is the Tactical Environmental Support System (TESS) fully operational? ..... Y / N
- F. Is there a backup in case of TESS failure that can provide full spectrum METOC support? ..... Y / N
- G. Is the satellite receiving equipment fully operational?..... Y / N
- H. Is the Mini-Rawin System (MRS) fully operational? ... Y / N
- I. Is the bathythermograph launcher fully operational? . Y / N
- J. Does the division have a PC with CD-ROM capability? . Y / N
- K. Are operator maintenance procedures posted or readily available for all equipment?..... Y / N
- L. Does equipment not covered under the 3M system have maintenance identified, performed and logged? ..... Y / N
- M. Is there an up-to-date equipment outage log? ..... Y / N
- N. Are personnel familiar with procedures for reporting equipment malfunctions and initiating corrective action?..... Y / N

0. Are there any equipment outages or deficiencies known at this time that have not been resolved or addressed with the proper personnel? ..... Y / N

P. Do division personnel have sufficient foul weather gear, night vision goggles, etc. .... Y / N

Remarks: \_\_\_\_\_

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Assessor (s) \_\_\_\_\_

Date: \_\_\_\_\_

5. Many tags improperly hung, tagged position/condition incorrect, and/or tags in place after record sheet cleared.
  6. Instances of equipment OOC not tagged out, or work in progress on equipment which has not been properly tagged out.
  7. Cognizant Department Head not frequently checking the Tag-out Log, and removing completed record sheets to historical file (if required by Type Commander).
  8. Record sheets missing required information or signatures. DCC/(Location of DC closure log) not annotated as prescribed. Insufficient information for a different authorizing officer to authorize clearance. Incomplete isolation for the maintenance indicated.
  9. Tagged components, such as valves not in the prescribed position/condition. Tags hung on the wrong component.
  10. Caution tags not properly filled out to indicate specific purpose. Caution tags used for permanent conditions.
  11. Qualified personnel not affixing tags and labels.
  12. Second person verification not done independently.
  13. One valve to sea protection and/or one valve protection on high energy systems (greater than 150 psi) not authorized by the Commanding Officer.
- C. PROCEDURE: Evaluate the effectiveness of this program in accordance with references (a) through (l). This checklist is intended to be a general guide in the assessment of the program.
1. Key aspects are:
    - a. Key supervisory personnel familiar with the instructions and guidance for this program and ensure ship-wide compliance.
    - b. Department Heads, Authorizing Officers and senior personnel always supervise the Tag-out Log, ensure proper format, thoroughness and information exchange.
    - c. All personnel tasked with using the Tag-out Log are fully qualified in all aspects of the program and in the systems to which they are affixing tags or labels.

- d. Chain of command is aware of OOC/degraded equipment and material deficiencies.
- e. Program effectively restricts or prevents the operation of a degraded or OOC component, system, equipment and/or portion of a system. These systems and components are completely isolated whereby maintenance and/or lay-ups can be safely performed.
- f. Alertness to unreliable instrumentation, prompt documentation in Instrument Log, and expeditious correction.

D. OVERVIEW:

- 1. The Tag-out program is not an administrative burden. Steps are being taken to stream line the system during industrial periods (Jan/Feb 1994 issue of Surface Warfare Magazine). With an awareness of current directives and a certain amount of oversight this program not only prevents injury to personnel and damage to equipment and systems but is also an invaluable tool in material management, quality assurance, instrumentation management and other programs.
- 2. The Tag Out program is a "real time" program. Watch officers serving as the authorizing officers make this program work.
- 3. Common errors associated with Tag-out:
  - a. Applicable Documentation block filled in incorrectly. It should contain pertinent information which will aid in the verification of isolation, such as ship's drawings numbers, EOSS drawings, etc. It should contain information which will assist the maintenance person or supervisor in ascertaining the status of work in progress, such as, JSN's, MRC numbers, CWP serial numbers, etc.

- b. Reason for Tag-out, work necessary to clear tags, and amplifying instruction blocks filled in incorrectly or incomplete information. These instructions must be comprehensive, state specific reasons and should include information extracted from reference documents. Remember: the tag out record is part of the exchange of information with other watch and duty sections. Documentation should be sufficient that the tagout can be competently audited or authorized for clearance by a different authorizing officer.
  - c. Incomplete and/or inadequate isolation. Identical equipment being tagged out for similar reasons on subsequent days with a different number of tags used on each tag-out. Development of isolation guide lists is beneficial and will help to ensure standardization.
  - d. Maintenance with single valve protection not having been approved by the Commanding Officer.
  - e. Maintenance on systems and/or equipment without having tagged the system/equipment out.
  - f. Audits not conducted within required periodicity. Audits are not complete and thorough. Discrepancies discovered were not corrected in a timely manner. Audits not recorded as prescribed on record sheets, index and record of audit page, and on the instrument log.
4. The majority of all errors and/or mistakes can be corrected or eliminated by an effective qualification and training process. Additionally, if Authorizing Officers, EOOW/EDO's and Department Heads would review the Tag-out Log and records as required most problems could be avoided.

E. MATERIAL

- 1. Is all equipment reported by the ship as out of commission protected by danger tags? Has degraded equipment been considered for protection by caution tag?..... Y / N
- 2. Is two valve protection used in isolating high pressure and temperature systems? (NSTM 505-8.2.4.1 COMNAVSURFLANTINST 3540.22, Chap 3, Sec 303..... Y / N
  - a. Where two valve protection is not feasible, are properly tested blank flanges considered/used? (NSTM 505-8.2.4.2) ..... Y / N



- b. Where a test connection or funnel drain is available are they tagged open to test for leakage in a single valve tag out situation?  
(NSTM 505-8.2.2) ..... Y / N
3. Are all valves, switches, breakers and levers which would prevent inadvertent or accidental operation tagged? Are any remote stations which could exercise control tagged? (NSTM 505-8.2.5, OPNAVINST 3120.32C 630.17.f(1)(d)) ..... Y / N
4. Are danger tags attached properly to circuit breakers and switches, fuse panels attached to corner, and dead front fuses removed and tag taped over the opening?  
(NSTM 300-2.4.1.2.2) ..... Y / N
5. When tagging any electrical isolating device which is capable of being locked out, is the tag attached at the same position as the locking device?  
(NSTM 300-2.4.1.4.b.1) ..... Y / N
6. Is the Tag-out Log located as required?  
(COMNAVSURFLANTINST 3540.22, Chap 5, Sec 2 TAB B and OPNAVINST 3120.32C ART 630.17.d(1)) ..... Y / N
7. Do Cognizant Department Heads ensure that a sufficient supply (90 days) of tags, labels and forms are available to properly execute the program?  
(OPNAVINST 5100 series, B1102.C(1)) ..... Y / N
8. Are all inoperable instruments labeled as OOC?  
(OPNAVINST 3210.32C C(7) Pg. 6-167) ..... Y / N
9. Are all "rejected" instruments labeled as OOC?  
(OPNAVINST 3120.32C C(7) Pg. 6-167) ..... Y / N
10. Are all instruments which require a correction factor (other than hydrostatic head correction) labeled "out of calibration" (OPNAV 3120.32C C(6) Pg. 6-167). Y / N
11. Multiple position switches controlling individual circuits (i.e.: IC Switchboards, Action Cutout switches etc...) shall have the fuses removed and tagged to enable the remaining circuit to operate. If fuses cannot be removed the switch shall be tagged in one position and not operated.)  
(CINCLANTFLTINST 4790.3 Pg. IV-1-23-1) ..... Y / N

F. LEVEL OF KNOWLEDGE AND TRAINING

1. Does the cognizant department head ensure that training is held on Tag-out procedures utilizing CINCLANTFLTINST 3540.8 LTG (M14)? (OPNAVINST 5100.19C, B1102.d and B1104.a) ..... Y / N

2. Do all hands receive training on the Tag-out program when reporting onboard and at least annually?  
(OPNAVINST 5100.series, B1104.a ..... Y / N
3. Has the ship instituted a qualification process for personnel using the Tag-out Log? (NAVEDTRA 43241-G, pg. 33) or (Type Commander approved JQR)..... Y / N
4. Are examples of well filled out forms, tags and labels available for guidance?..... Y / N

G. ADMINISTRATION

1. If the ship has a separate Tag Out Instruction, does it comply with references (a) through (l)?..... Y / N
2. Does the ship's instruction include the statement:  
"Portable electrical tools found "UNSAT" IAW PMS will be identified "OOC" by use of plain manila shipping tags or similar type tag"?  
(COMNAVSURFLANTINST 5100.4A, 9.f(1))..... Y / N
3. Does the Tag Out Log contain the following sections? (OPNAVINST 3120.32C, para 630.17.).... Y / N
  - a. A copy of the Equipment Tag Out Bill and amplifying instructions? (OPNAVINST 3120.32C, 630.17.d(3)(a)) ..... Y / N
  - b. Danger/Caution Tag out Index and Record of Audits? (OPNAVINST 3120.32C, 630.17.d(b)) ..... Y / N
  - c. Effective Danger/Caution Tag-out Record sheets (OPNAVINST 3120.32C, 630.17.d(3)(c)) ..... Y / N
  - d. Instrument Log?  
(OPNAVINST 3120.32C, 630.17.d(3) (d)) ..... Y / N
  - e. Cleared DANGER/CAUTION Tag-out Record Sheets (OPNAVINST 3120.32C, 630.17.d(3)(e)) ..... Y / N
4. Index/Audit Record Section:
  - a. Does this section contain a sequential list of all tag outs issued?  
(OPNAVINST 3120.32C, 630.17.d(3)(b)) ..... Y / N
  - b. On ships with more than one Tag Out log, has a letter prefix been added in front of the sequential number to differentiate between Tag Out Logs?  
(OPNAVINST 3120.32C, 630.17.f(1)(b)) ..... Y / N

- c. Are audits conducted every two weeks (or IAW the ship's instruction) with the results posted to include the date, time, discrepancies noted, and the signature of the person conducting the audit? (OPNAV 3120.32C, 630.17.g(1)(b)(3)) ..... Y / N

NOTE: Experience has shown the most effective audits are conducted during normal working hours when the entire crew is available.

5. Effective Danger/Caution Tag Out Record Sheet section:

- a. Has the Commanding Officer designated Authorizing Officers by billet or watch station and are they in compliance with reference (b)? (OPNAV 3120.32C, 630.17.c(1)) ..... Y / N
- b. Has the authorizing officer ensured that ditto marks or similar devices such as arrows have not been used on the Tag Out Record Sheet? (OPNAVINST 3120.32C, 630.17.f(2)(e)) ..... Y / N
- c. Is the individual who prepared and signed the Tag Out Record Sheet normally a Petty Officer? (OPNAVINST 3120.32C, 630.17.f(1)(a)) ..... Y / N
- d. Has the word Danger or Caution been circled on both the front and back of the Tag Out Record Sheet? (Recommended) ..... Y / N
- e. Has each Tag Out Record Sheet been assigned a log serial number and does it correspond with the serial number on the Index/Audit Record? (OPNAVINST 3120.32C, 630.17.f(1)(b)) ..... Y / N
- f. Has each tag been assigned its own sequential number (e.g., 7-16 would be the 16th tag issued on a single Tag Out Record Sheet under serial number 7)? (OPNAVINST 3120.32C, 630.17.f(1)(b)) ..... Y / N
- g. Are all tags associated with a single tag out function logged on single Tag Out Record Sheet (and continuation sheet as necessary)? (OPNAVINST 3120.32C, 630.17.f(1)(b)) ..... Y / N
- h. Have all applicable references been included in the Operations/Work Items Section? Are such references specific to the job? Note entry of "NSTM 300", "OPNAVINST 5100.19c," etc. are not helpful. (OPNAVINST 3120.32C, 630.17.f(1)(c)) ..... Y / N

- i. Are the "Reason for Tag Out" Hazard Involved", "Amplifying Instructions" and "Work Necessary to clear Tags" Blocks explicit and complete for each tag out action? (OPNAVINST 3120.32C, 630.17.f(1)(c)) ..... Y / N
- j. Do the amplifying instructions for Caution Tags state the specific reason that the tag is installed? (OPNAVINST 3120.32C, 630.17.c(2)) ..... Y / N
- k. Are the "Location" (i.e.: MS-1, 1A Boiler guarding valve) and "Position/Condition" blocks filled out for correct identification? (The Position/Condition Block need not be filled in for Caution Tags.) (OPNAVINST 3120.32C, 630.17.f(1)(d)).. Y / N

NOTE: Recommend use both the casualty control/damage control number (e.g.: MS-1) and plain language name (e.g.: NR 1 boiler main steam stop). The former avoids ambiguity while the latter facilitates audit.

- l. Has a second qualified person independently checked the Tag Out Record Sheet for completeness and signed the record sheet? (OPNAVINST 3120.32C, 630.17.f(1)(e)) ..... Y / N
- m. On ships with Damage Control Central, has Authorizing Officer annotated in the "upper right hand corner" of the Tag Out Record Sheet "DCC Notified" and initialed all annotations? If DC Central is not manned on a full time basis the record sheet will indicate "watch station maintaining the damage control closure log notified" with the authorizing officers initials. (OPNAVINST 3120.32C, 630.17.f(1)(f)(3)) ..... Y / N
- n. Has the Authorizing Officer reviewed the Tag Out Record Sheet for completeness and signed them in the appropriate blocks? (OPNAVINST 3120.32C, 630.17.f(1)(f)) ..... Y / N
- o. Has the person who attached the tag(s) and the second person, who independently verified the tag attachment, initialed the Tag Out Sheet? (OPNAVINST 3120.32C, 630.17.f(1)(g) & (h))... Y / N
- p. When the requirement for additional tags due to added work on a existing Tag-out record sheet has been identified, are the following actions taking place:(OPNAVINST 3120.32C, 630.17.f(1)(i) 1-6)

- 1) Has the person preparing the change ensured that the purpose of the existing Tag-out record sheet remains unchanged by the addition of new work and associated tags?  
(OPNAVINST 3120.32C 630.17.f(1)(i)(1)) ... Y / N
- 2) Has the record sheet been filled out to reflect the added work and additional tags prepared as required?  
(OPNAVINST 3120.32C 630.17.f(1)(i)(2)) ... Y / N
- 3) Has the reason for the Tag-out, hazards involved, amplifying instructions and work necessary to clear tags on the existing record sheet changed, and if so, does the record sheet reflect the new work added?  
(OPNAVINST 3120.32C 630.17.f(1)(i)(2)) ... Y / N
- 4) Are the added tags numbered sequentially in the tag series of the existing record sheet and annotated next to the associated new work item on the record sheet?  
(OPNAVINST 630.17.f(1)(i)(3)) ..... Y / N
- 5) Are the new tags filled out and signed by the petty officer in charge of the work? Did a second person independently check and sign tags? (OPNAVINST 3120.32C 630.17.f(1)(i)(4)) ..... Y / N
- 6) Has the Authorizing officer reviewed the entire record sheet and new tags for completeness and accuracy, and signed as appropriate?  
(OPNAVINST 3120.32C 630.17.f(1)(i)(5)) ... Y / N
- q. Has the bi-weekly audit been conducted and has an entry that includes the date, time, discrepancies noted, and the signature of the auditor been made on the reverse of the Tag Out Record Sheet below the last entry?  
(OPNAVINST 3120.32C, 630.17.g(1)(b)(3)) ..... Y / N
- r. Have missing or damaged tags been annotated on the Tag Out Record Sheet and a replacement issued?  
(OPNAVINST 3120.32C, 630.17.f(2)(k)) ..... Y / N

- s. Have the completed work items listed in the "Operations/Work Items Included in the Tag Out" section of the record sheet been signed off by the work center supervisor/petty officer in charge (and the repair activity representative when required) in the designated signature block? (OPNAVINST 3120.32C, 630.17.(2)(a)) ..... Y / N
  - t. Where individual tags have been cleared from an existing Tag Out Record Sheet, have the "Authorizing Officer", "Repair Activity" (if appropriate), "Date/Time Removed", and "Removed by" blocks been properly filled out? (OPNAVINST 3120.32C, 630.17.f(2)(d) and (e)) . Y / N
  - u. Have all cleared tags been destroyed? (OPNAVINST 3120.32C, 630.17.f(2)(g)) ..... Y / N
  - v. If a FWP is required for repair does the Tag Out sheet reflect it in the Applicable Documentation block? Recommended (COMNAVSURFLANTINST 3540.22 Chapter 5 Sec. 2 TAB B) ..... Y / N
6. Instrument Log:
- a. Are the entries in the Instrument log sequentially numbered? (OPNAVINST 3120.32C, 630.17.d(3)(d)) ..... Y / N
  - b. Has the Instrument Log been completely filled out and signed by the Authorizing Officer? (OPNAVINST 3120.32C, 630.17.d(3)(a)) ..... Y / N
  - c. Has the individual who attached the label initialed the Instrument Log? (OPNAVINST 3120.32C, Figure 6-16) ..... Y / N
  - d. Has the appropriate label condition code and number been entered? (i.e.: "OOC" for out of commission and "CAL" for out of calibration) (OPNAVINST 3120.32C, 630.17.e(12) and Fig. 6-16) ..... Y / N
  - e. Where labels have been cleared, have the "Date/Time Cleared", "Clearance Authorized by", and "Labels Removed by" blocks been properly filled in and the entry lined out? (OPNAVINST 3120.32C, 630.17.f(3) and Figure 6-16) ..... Y / N

- f. Has a bi-weekly audit been conducted and a line entry made in the Instrument Log indicating the date, time discrepancies noted, including corrective action taken, and signature of person conducting audit? (OPNAVINST 3120.32C, 630.17.g(1)(b)(4)) ..... Y / N
  - g. Does the Calibration Shop regularly check the instrument log and promptly correct problems? ..... Y / N
- 7. Cleared Danger/Caution Tag Out Record Sheet Section:
  - a. Are completed Tag Out Record Sheets maintained in this section until reviewed and removed by the cognizant department head? (OPNAVINST 3120. 32C, 630.17.d(3)(b)) ..... Y / N
  - b. Has the work center supervisor/petty officer in charge (repair activity representative when required) signed off all work items in the "Operation/Work Items Included In The Tag Out" section? (OPNAVINST 3120.32C, 630.17.f(2)(a)) ..... Y / N
  - c. Has the authorizing officer annotated the desired position or condition of the tagged item in the "position/condition" block when authorizing tag removal? Authorization to remove the tag and reposition (if required) the previously tagged item is indicated by signature of the Authorizing Officer in the "Clearance Authorizing" block. (OPNAVINST 3120.32C, 630.17.f(2)(a)) ..... Y / N
  - d. Have all "Clearance Authorized By", "Repair Activity" (when required), "Date and Time Removed", and "Removed By" blocks been properly filled out without ditto marks or arrows? (OPNAVINST 3120.32C, 630.17.f(2)(e)) ..... Y / N
  - e. Has the Authorizing Officer entered the date/time signed the blocks indicating the completeness/condition of the restoration? (OPNAVINST 3120.32C, 630.17.f(2)(i)) ..... Y / N
  - f. Has the "Date Cleared" been entered in the appropriate line of the Index/Audit Record? (OPNAVINST 3120.32C, 630.17.f(2)(i)) ..... Y / N

- g. On ships with Damage Control Central, has the Authorizing Officer notified DCC that the tag out has been cleared and annotated on the reverse side (lower right hand corner) "DCC Notified" followed by his/her initials?  
(OPNAVINST 3120.32C, 630.17.f(2)(i)(2))..... Y / N
- h. Are Tag Out Record Sheets maintained for a minimum of 30 days after department head review/last date of audit? (CINCLANT/CINCPACFLTINST 4790.3 Pg. IV-1-23-1) (COMNAVSURFLANTINST 3540.22, Chap 5, Tab B) ..... Y / N
- 8. Does DC Central (or station maintaining closure log) keep track of tag-outs as notified by the authorizing officer?..... Y / N

#### H. OPERATIONS

- 1. Is appropriate action taken to remedy situations requiring a tag-out?  
(OPNAVINST 3120.32C, 630.17.e(7))..... Y / N
- 2. Whenever any person has knowledge of a situation or condition which requires a tag-out, does this person request and/or initiate tag-out procedures?  
(OPNAVINST 3120.32C, 630.17.e(10))..... Y / N
- 3. Do supervisory watchstanders review the Tag-out Log during watch relief?  
(OPNAVINST 3120.32C, 630.17.g(1)(a))..... Y / N
- 4. Whenever casualties occur to equipment and/or machinery, are Tag-out procedures performed as applicable before corrective maintenance is initiated?  
(OPNAVINST 3120.32C, 630.17.f(1)(j))..... Y / N
- 5. On ships with more than one Tag-out Log, does the Authorizing Officer obtain concurrence from the officer, as appropriate, whenever a tag-out will affect systems under that officer's cognizance?  
(OPNAVINST 3120.32C, 630.17.d(2))..... Y / N
- 6. Whenever personnel or equipment can be endangered while performing evolutions using normal operating procedures, are Danger tags used?  
(OPNAVINST 3120.32C, 630.17.c(2))..... Y / N
- 7. Whenever Caution Tags are used, are phrases such as "Do not operate without EOOW permission", avoided?  
(OPNAVINST 3120.32C, 630.17.c(2))..... Y / N



8. Are caution tags used to alert watchstanders to the existence of relevant Special Operating orders for degraded equipment?  
(Recommended, EOSS Users Guide, Art 1.6)..... Y / N
9. Are the tagout and QA programs connected? Do tagout record sheets indicate whether controlled work package is required? (Recommended, an alternative is a work release form/statement from Engineer Officer indicating awareness and approval of the repair, whether or not CWP required and any amplifying instructions.  
(OPNAVINST 3120.32C, 630.17.f(1)(c))..... Y / N
10. Are tag-out practicals conducted as evolutions?... Y / N
11. If other departments are affected by the tag-out, are they appropriately notified?  
(OPNAVINST 3120.32C, 630.17.d(2))..... Y / N
12. Is the second person verification fully independent?  
(OPNAVINST 3120.32C, 630.17.f(1)(e))..... Y / N
13. Are watchstanders alert for inoperative or erroneous instruments and are they promptly entered in the Instrument Log and labeled?  
(OPNAVINST 3120.32C, 630.17.e(12))..... Y / N
14. Is shore power tagged out in accordance with CP "SPRU"?..... Y / N
15. Does the PMS for purifier cleaning require tag-out?..... Y / N

#### I. INDUSTRIAL INTERFACE

1. Is the Tag-out program and it's procedures adhered to in new construction phases to the maximum extent possible, even on machinery and systems not turned over to the ship's force?  
(OPNAVINST 3120.32C, 630.17.e(8))..... Y / N
2. Whenever Intermediate Level maintenance activities perform work on ship's equipment and/or systems, are the Tag-out procedures adhered to?  
(OPNAVINST 3120.32C, 630.17.e(9))..... Y / N
3. Are Tag-outs carefully planned to reduce the number of record sheets and tags and the effort required to perform audits, particularly during periods of overhaul or repair? (OPNAVINST 3120.32C, 630.17.e(14))..... Y / N

NOTE: This facilitates audits but may require additional tag-outs as light-off is approached and system wide tag-outs are no longer appropriate.

4. During maintenance availability's, are only qualified ship's force personnel responsible for positioning equipment and affixing tags and labels?  
(OPNAVINST 3120.32C, 630.17.f(1)(g))..... Y / N
5. Whenever several different work items can be performed within the boundary which gives effective isolation and only one Tag-out record sheet is used, is all known work items included in the "Operations /Work items included in Tag-out", and "Reason for Tag-out", sections?  
(OPNAVINST 3120.32C, 630.17.e(14))..... Y / N
6. If the tag was requested by a repair activity, did the repair activity representative sign the Tag Out Record Sheet in the appropriate block?  
(OPNAVINST 3120.32C, 630.17.f(1)(f)(1))..... Y / N
7. Experience has shown it is worthwhile to renew tag-outs at 30 day intervals during intense industrial activity due to the general disruption of the spaces. Has the ship considered such a policy?..... Y / N
8. When divers are working over the side, does the CDU onboard diver representative initial the Tag Out Record Sheet to indicate satisfaction with the applicable tag out? (OPNAVINST 3210.32C Pg. 6-198 Para 6)..... Y / N

J. SPOT CHECK AUDIT SECTION

1. Conduct a spot check audit on the tags for a minimum of 10 (if the current active section contains this number) active Danger/Caution Tag-out Record sheets and a minimum of five Instrument Labels, checking for the following:
  - a. Does the number of tags issued provide total isolation of the system or component?  
(OPNAVINST 3120.32C, 630.17.e(13) and (d))... Y / N
  - b. Are the caution tags attached in the proper location to make sure that amplifying instructions will be followed? (OPNAVINST 3120.32C, 630.17.c(2))..... Y / N

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- c. Is the tagged component in the position designated on the Danger Tag? Is the position designated on the record sheet and tags correct?  
(OPNAVINST 3120.32C, 630.17.g(1)(b)(1)) ..... Y / N
- d. Are the tags properly hung?  
(OPNAVINST 3120.32C, 630.17.g(1)(b)(1)) ..... Y / N
- e. Are the labels affixed to the exterior surface of the affected instrument for easy operator reference? (OPNAVINST 3120.32C, 630.17.f(3)(d)) ..... Y / N
- f. Does the information on the tag or label match the information on the Tag Out Record Sheet or the Instrument Log?  
(OPNAVINST 3120.32C, 630.17.g(1)(b)(1)) ..... Y / N

SERIAL NUMBER (a) (b) (c) (d) (e) (f) OTHER REMARKS


(X) DENOTES PROBLEM OR ERROR (C) DENOTES CORRECT OR NO PROBLEMS

H. PMS TAG-OUT PROGRAM (if applicable):

1. Work Center Red Tag Record:

- a. Is the Work Center Red Tag Record in a note book and located in the work center?  
(OPNAVINST 3120.32C, 630.17.h(3)(c)) ..... Y / N
- b. Is the number of laminated Danger Tags issued to the work center indicated at the top of the first page? (OPNAVINST 3120.32C, 630.17.h(3)(c))... Y / N
- c. Does the work center PMS Red Tag Record contain the following:  
(OPNAVINST 3120.32C, 630.17.h(3)(c))
  - 1) Tag serial number(s) issued? ..... Y / N
  - 2) Date of issue? ..... Y / N
  - 3) MRC for which the tag was issued? ..... Y / N
  - 4) Name of person to whom tag was issued? ... Y / N
  - 5) Date/Time tags returned? ..... Y / N
- d. Does the Work Center Supervisor indicate return of issued tags by lining out and initialing the tag issue entry?  
(OPNAVINST 3120.32C, 630.17.j(8)) ..... Y / N
- e. Does the Work Center Supervisor conduct a daily inventory of the tags?  
(OPNAVINST 3120.32C, 630.17.k(1)) ..... Y / N
- f. Does the record indicate a weekly audit by the Division Officer?  
(OPNAVINST 3120.32C, 630.17.k(2)) ..... Y / N
2. Tag Guide List (TGLs) (not to be confused with approved isolation lists maintained for major equipment frequently tagged out):
  - a. Is the tag laminated?  
(OPNAVINST 3120.32C, 630.17.h(3)(a)) ..... Y / N
  - b. Does the TGL contain the following:  
(OPNAVINST 3120.32C, 630.17.h(3)(b), and Figure 6-17)
    - 1) MIP Number? ..... Y / N
    - 2) MRC Number? ..... Y / N
    - 3) Number of tags required for tag out? ..... Y / N
    - 4) Equipment noun name? ..... Y / N
    - 5) Equipment serial number? ..... Y / N
    - 6) Switch/valve serial number? ..... Y / N
    - 7) Position of tagged item? ..... Y / N

- 8) Notification requirements (for example, EOW/EDO permission is required for tag-out of main propulsion equipment)? ..... Y / N
- 9) WCS Signature? ..... Y / N
- 10) Division Officers signature? ..... Y / N
- 11) Department Heads Signature? ..... Y / N
- c. Is the TGL attached to the applicable MRC?  
(OPNAVINST 3120.32C, 630.17.h(3)(b)) ..... Y / N
- d. Does the TGL state if permission is required to conduct any operational test?  
(OPNAVINST 3120.32C, 630.17.j(6)) ..... Y / N
- 3. Danger Tags:
  - a. Are Danger Tags laminated and serialized by the Work Center? (When used for conducting PMS only)  
(OPNAVINST 3120.32C, 630.17.h.3(a)) ..... Y / N
- 4. Conduct a spot check audit of issued tags, checking for the following:
  - a. Does the number of PMS tags issued provide total isolation of the component or system?  
(OPNAVINST 3120.32C, 630.17.i(1)) ..... Y / N
  - b. Are the tags properly hung?  
(OPNAVINST 3120.32C, 630.17.j(3)) ..... Y / N
  - c. Is the position of the tagged item as specified on the TGL? (OPNAVINST 3120.32C, 630.17.h(3)(b)) Y / N
  - d. Are tags completely and properly filled out and signed by the maintenance man?  
(OPNAVINST 3120.32C, 630.17.j(3)) ..... Y / N
  - e. Has the tag been independently checked and signed by a witness designated by the WCS?  
(OPNAVINST 3120.32C, 630.17.j(4)) ..... Y / N

SUBSECTION XII-13 TAG-OUT PROGRAM

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Remarks: \_\_\_\_\_  
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Trainer(s): \_\_\_\_\_

Date: \_\_\_\_\_